
TEXAS PERMITTING AND ROUTING OPTIMIZATION SYSTEM ONLINE CUSTOMER INTERFACE

User Guide

This user guide describes the operational procedures for TxPROS and the screens encountered by users during those procedures. Motor Carriers and Permit Specialists use TxPROS to generate permits and legal, safe routes for oversize/overweight vehicles and loads on Texas roadways.

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CHAPTER 1 WELCOME TO TxPROS ONLINE CUSTOMER INTERFACE

PURPOSE & USERS

The TxPROS Online Customer Interface is used by Motor Carriers and Wire Services to create and maintain their customer accounts and to create permit applications for OS/OW and temporary registration travel within the State of Texas. This interface provides access to safe and legal routes based on the vehicle and load dimensions and weight for such travel.

ONLINE PERMITTING & ROUTING

This web application gives customer users' access to the customer account, permit ordering, routing, mapping, and customer reporting capabilities of the TxPROS system. It additionally allows for permit submittal for those routes needed assistance or further review by TxDMV.

ONLINE PERMITTING & ROUTING AND THE TxPROS SYSTEM

This web application allows customer users to access their customer data within the TxPROS system. Using the routing engine and the mapping engine, this application provides route generation and route display for permits ordered through the TxPROS system. Permits and customer data are accessed from the TxPROS database.

CREATING AN ACCOUNT

New users of TxPROS can create their company account on the *Login Page*.

NOTE: This application will require pop ups. On your browser select **Tools** and allow or do not block pop ups.

To create a new account:

1. Click the link for the TxPROS located on the TxDMV Motor Carrier Division (MCD) homepage <http://www.txdmv.gov/motor-carriers> . Click the TxPROS icon.



This application can also be accessed directly from the link <https://txpros.txdmv.gov> .

2. Click the **create a new company account** link at the top of the page.

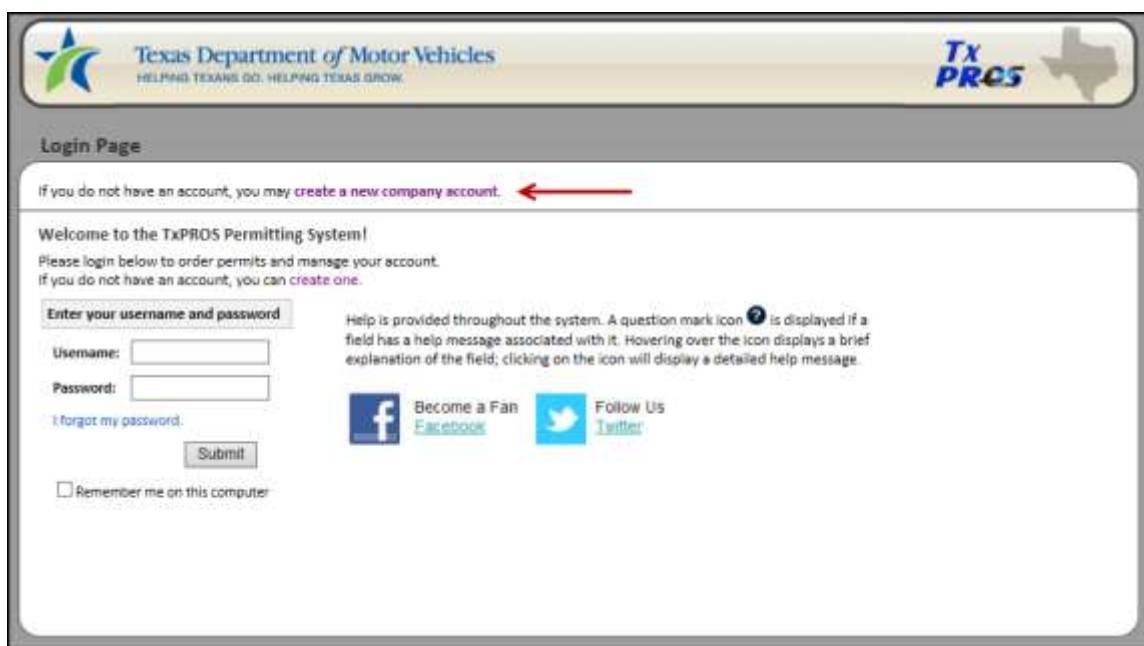


FIGURE 1: LOGIN SCREEN

3. On the **New Company Account** screen enter all of your company information making note of the username and password.

The screenshot shows the 'New Company Account Page' of the Texas Department of Motor Vehicles' TxPROS system. The header includes the TxDOT logo and the TxPROS logo. Below the header, there are two icons: a house and a question mark. The main content area is titled 'New Company Account Page' and contains a form with the following sections:

- Name and Contact:** Fields for Company Name*, Company DBA*, Phone*, Fax*, Email*, Emergency Contact First Name*, Emergency Contact Last Name*, Emergency Contact Phone*, and Permit Delivery Method* (a dropdown menu).
- Physical Address:** Fields for Address*, City*, State* (a dropdown menu), and Zip Code*.
- Mailing Address:** A link 'Same as physical' and fields for Address 1*, Address 2*, City*, State* (a dropdown menu), and Zip Code*.
- Login Information:** Fields for First Name*, Last Name*, Username*, Password*, Confirm Password*, Email*, and Phone*.

A 'Submit' button is located at the bottom right of the form.

FIGURE 2: NEW COMPANY ACCOUNT PAGE SCREEN

- Once finished click the **Submit** button to save the information to TxPROS. If your account set up is successful, you will be notified as seen below.



You may then click the Home button.

If the login was not successful you should contact MCD for assistance.

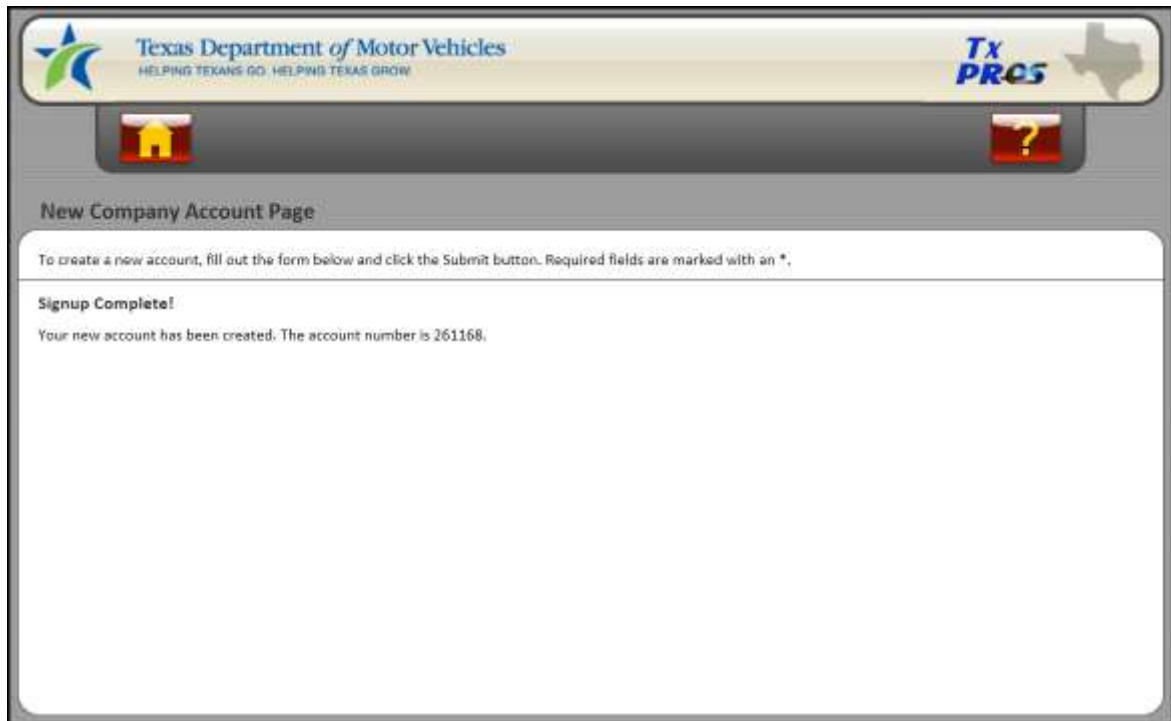


FIGURE 3: SIGNUP COMPLETE

NAVIGATING TxPROS

There are several useful tools to help you navigate TxPROS. These tools are located throughout the application so that you can access them from all applicable pages. The buttons available are dependent on the page you are on in TxPROS.

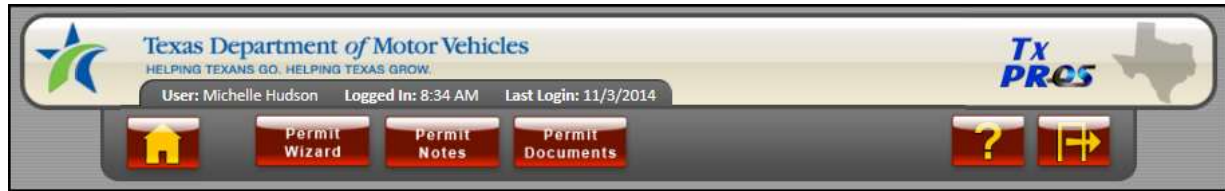


FIGURE 4: TXPROS NAVIGATION BAR

HOME PAGE

Click the **Home** button to navigate to the home page or **Customer Dashboard**.



PERMIT WIZARD

Click the **Permit Wizard** button to initiate the *Permit Wizard*. The *Permit Wizard* poses a series of questions to help determine the permit that best fits your needs for the load you have.



PERMIT NOTES

Click the **Permit Notes** button to add or read any notes for this permit application. Customers and MCD can add and view notes for the permit application. If there is an unread note, there will be an envelope on the **Permit Notes** button letting the user know there is a note waiting.



PERMIT DOCUMENTS

Click the **Permit Documents** button to add or read any documents for this permit application. Customers and MCD can add and view notes for the permit application. To add a document it must already be saved to your computer. You can browse your computer files to locate the document, select it, and then upload it to TxPROS. You can select a document type from the dropdown list if you would like to better identify the type of document being added such as an Insurance Certificate, Bill of Lading, Loading Diagram, etc. You can also add a note to give any explanation needed for the document.



PAGE HELP

Click the **?** in the top right corner of the page to access **Help** for the page you are currently on in TxPROS.



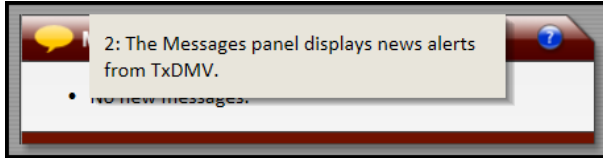
LOG OUT

Click the **Log Out** button to log out of TxPROS.




SECTION HELP

Hover over a **Blue Circle ?** to access **Help** for the section you are currently on in TxPROS. These **Help** items will explain the purpose of that section or provide an explanation to help you determine what information you need to provide. For more detailed information for the entire page, left click the **Blue Circle ?**.



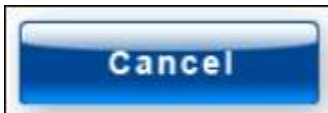
BACK

Throughout the application when the **Back** button is an option, click **Back** to go back one page rather than using the arrow back  in your browser.



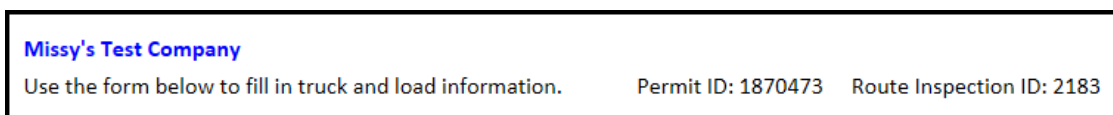
CANCEL

Click to cancel a permit application or an action.



PERMIT ID

Once a permit application proceeds past selecting a type of permit needed, the screens that follow will display the company name and Permit ID number as a reference for the user to identify the company and Permit ID that is being worked. There will additionally be a Route Inspection ID number if the application is associated to a Route Inspection.



PERMIT PDF ICON

From reports and permit details, the user can view the permit PDF. Click the permit PDF icon to view a copy of the permit. This permit PDF can be printed.



TRAVEL ON STATE MAINTAINED ROADS

Roads approved for OS/OW travel that are managed by the State of Texas are called state maintained roads. In this routing system, all state maintained roads are highlighted green to aid in your selection. You must be zoomed to a level 8 to view the green highlights. It is recommended that you be zoomed to a level 14 to select a point on the map. **Note:** For additional help, the non-state maintained roads will be displayed in gray.



EXPAND/COLLAPSE

On the **Enter a Route** screen you can expand and collapse the Enter Trip box to show or hide your routing points. To edit your route expand the box to change any of your routing points. The expand and edit function is available throughout the application where you see the expand/collapse buttons.

Enter Trip

Origin: Border Crossing

Select: IH10, El Paso NM

Via Points: None

Destination: Border Crossing

Select: IH10, Orange LA

Validate and Run

FIGURE 5: COLLAPSE BOX TO HIDE



FIGURE 6: EXPAND TO EDIT ROUTE

I FORGOT MY PASSWORD

On the login page, a user can request their password be sent to them if they have forgotten the password. Click **I forgot my password** link on the login page. You may search for password by user name or email address. After entering one of these two fields, click **Send Me My Password**. You will then receive notice that your password has been emailed to the address on file.



Enter your username and password

Username:

Password:

[I forgot my password.](#)



Lost password retrieval.

[Search for password by user name or email address.](#)

Username:

Email Address:

Enter your user (login) name OR your email address on file.

[Press the search button to have your password emailed to you.](#)



Lost password retrieval.

[Search for password by user name or email address.](#)

Username:

Email Address:

Enter your user (login) name OR your email address on file.

Your password has been sent to the email address on file.

TxPROS CUSTOMER DASHBOARD

The **Customer Dashboard**, also the home page, is the primary screen for beginning new permits and routes within the TxPROS system. It is also where you can search permits and store company information including users, yards, and vehicle inventory to assist in permit ordering and reporting.

The dashboard is broken into four main parts.

1. **Permits Panel**
2. **Messages Panel**
3. **Statistics Panel**
4. **Administrative Panel**

Texas Department of Motor Vehicles
HELPING TEXANS GO, HELPING TEXAS GROW

User: Longe Hauler Logged In: 11:48 PM Last Login: 6/23/2014

Customer Dashboard

Permits

New Permit... Show: All Refresh Search Permits

Search By: Permit Number Go

Permit No/ID	Type	Submitted	Status	Action
1872860	Super Heavy		Routing assistance	Select...
140611872798	Crane (Annual)	6/11/2014 11:38 AM	Issued	Select...
140610872660	General	6/10/2014 08:06 AM	Expired	Select...
140514872324	60-day Length	5/14/2014 11:22 AM	Issued	Select...
140514872322	General	5/14/2014 10:38 AM	Expired	Select...
1872153	General		Routing assistance	Select...
140502872152	General	5/2/2014 1:17 PM	Expired	Select...
140501872130	Manufactured Housing	5/1/2014 10:10 AM	Expired	Select...
140501872129	Manufactured Housing	5/1/2014 10:10 AM	Expired	Select...
140501872128	Manufactured Housing	5/1/2014 10:10 AM	Expired	Select...
140414871983	General	4/14/2014 11:17 PM	Expired	Select...
140331871838	Hubometer (Quarterly)	3/31/2014 08:29 AM	Expired	Select...

Messages

No new messages.

Statistics

Refresh

Permits Issued Today: 0

Permits Self-Issued Today: 0

Escrow Balance: \$41887

Order Replacement Stickers

Route Inspections

More...

Administrative

Company Data Reports

Bid Route Time Period Rte

Escrow

FIGURE 7: CUSTOMER DASHBOARD

PERMITS PANEL


The **Permits Panel** provides a list of all of the permits, active and expired, for your company. This list of permits can be sorted by each header at the top of each row. It is also the starting point for beginning a new permit application. For a description of each item on the **Permits Panel**, see *Table 1: The Permits Panel* on page 15.

Permit No/ID	Type	Submitted	Status	Action
1872860	Super Heavy		Routing assistance	Select...
140611872798	Crane (Annual)	6/11/2014 11:36 AM	Issued	Select...
140610872660	General	6/10/2014 08:06 AM	Expired	Select...
140514872324	60-day Length	5/14/2014 11:22 AM	Issued	Select...
140514872322	General	5/14/2014 10:56 AM	Expired	Select...
1872153	General		Routing assistance	Select...
140502872152	General	5/2/2014 1:17 PM	Expired	Select...
140501872130	Manufactured Housing	5/1/2014 10:10 AM	Expired	Select...
140501872129	Manufactured Housing	5/1/2014 10:10 AM	Expired	Select...
140501872128	Manufactured Housing	5/1/2014 10:10 AM	Expired	Select...
140414871983	General	4/14/2014 12:17 PM	Expired	Select...
140331871838	Hubometer (Quarterly)	3/31/2014 08:29 AM	Expired	Select...
140320871598	Western Regional	3/20/2014 4:11 PM	Expired	Select...
140320871597	Well Servicing Unit (S/P mileage)	3/20/2014 4:09 PM	Expired	Select...
140320871594	Well Servicing Unit (Annual)	3/20/2014 4:07 PM	Issued	Select...
140320871592	Water Well Drilling Machinery & Related Equipment	3/20/2014 4:06 PM	Issued	Select...
140320871590	Utility Pole (Annual)	3/20/2014 4:04 PM	Issued	Select...
1871586	Timber (Annual)	3/20/2014 4:02 PM	Issued	Select...
140320871581	Temporary Registration	3/20/2014 3:58 PM	Expired	Select...
140320871576	Self-Propelled Off-Road Equipment	3/20/2014 3:57 PM	Expired	Select...
140320871574	Rig-Up Truck / Unladen Lift (Annual)	3/20/2014 3:55 PM	Issued	Select...
1871571	Ready-Mixed Concrete Truck (Annual)	3/20/2014 3:53 PM	Issued	Select...
140320871570	Portable Building	3/20/2014 3:51 PM	Expired	Select...
1871567	Over-Axle (1547)	3/20/2014 3:49 PM	Issued	Select...
140320871566	Manufactured Housing (Annual)	3/20/2014 3:47 PM	Issued	Select...

FIGURE 8: THE PERMITS PANEL

If the customer has been set up as a wire service, the **Permits Panel** will look slightly different. Each company that the wire service orders permits for will be presented as a dropdown listing within the panel with each of that company's permits displayed. You must contact MCD to be set up as a wire service.

Note: The wire service can only view permits they ordered for the customer. They will not be able to view other permits for that customer. A wire service must know the customer number to order permits for another company.

Clicking the down  button will expand the section and allow the active permits for that company to be viewed. 11111didn't know where to check for figure 9 changes.

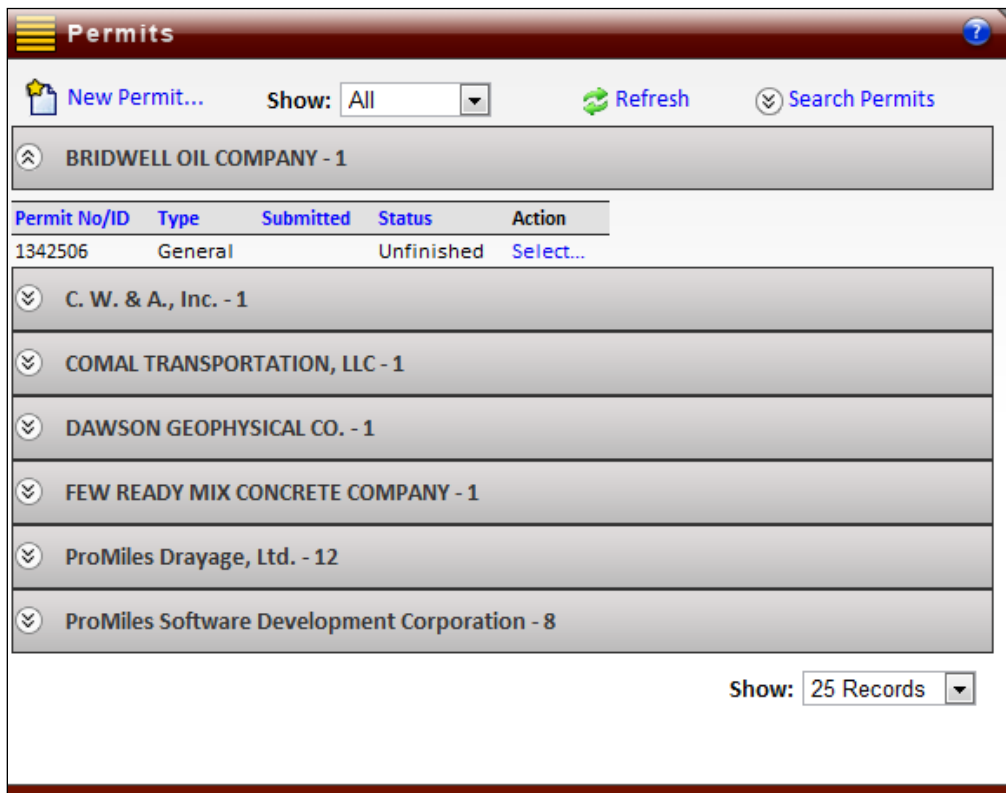


FIGURE 9: PERMITS PANEL FOR A WIRE SERVICE

TABLE 1: THE PERMITS PANEL

Element	Function	
New Permit	Initiates a new permit for the company	
Show (at the top of the Permits Panel)	Dropdown that allows you to select different statuses of permits so that they will be displayed in the Permits Panel	
	All	Displays all of the permits for that company
	Unfinished	Displays permits which have been started but not yet submitted to TxDMV
	Pending	Displays all permits which have been submitted to TxDMV but have not yet been approved
	Issued	Displays permits which have been issued by TxDMV and are still active
	Expired	Displays permits which have expired
	Call Back	Displays permits the Permit Office has requested additional information for. The permit is put in call back status for the customer to contact the Permit Office.
Refresh	Allows you to refresh the current list in the Permits Panel	
Search Permits	Enables the Search By function of the panel. When searching for items such as Permit Number, VIN Number, and License Plate, you do not need the entire number. However, the more you enter of the number you are looking for, the more refined your results will be.	
	Permit Number	Search by a particular permit number
	Vehicle	Search by a particular vehicle
	Permit Type	Search by a particular permit type
	Issue Date	Search for permits that were issued on a particular date
	Start Date	Search for permits that have a specific start date
	VIN Number	Search by a particular VIN number

TABLE 1: THE PERMITS PANEL

Element	Function	
	License Plate	Search by a particular license number
	Customer Reference	Search by a particular customer reference number. This is an optional field that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference.
	Yard	Search by a particular yard name
Permit No/ID	Lists the permit number for the permit displayed on that row, or the permit ID for an application that has not been completed, or is waiting on some action. Clicking the permit number will allow you to see the PDF of the permit as it was when issued.	
Type	The type of permit listed on that row	
Submitted	Timestamp of when the permit application was submitted to MCD	
Status	The current status of the permit listed on that row	
Action 11111 I left the 4 notes to the right . I wanted to make sure before deleting.	Various actions that can be applied to the permit listed on that row. For more information on these actions, see page 18. Note: The actions available are determined by the status of the permit.	
	View Permit	View permit details of a selected permit
	Edit Permit 11111	Edit the details of a pending permit Deleted in production
	Copy Permit	Copy the variables of a selected permit into a new permit application
	Resume Permit 11111	Resume a permit application that has not been completed and has not been submitted to TxDMV Deleted in production
	Cancel Permit 11111	Cancel a permit before it is approved by TxDMV Deleted in production

TABLE 1: THE PERMITS PANEL

Element	Function	
	Queue Position 11111	Display the overall placement of a permit in the TxDMV queue Deleted in production
Show (At the bottom of the Permit Panel)	Designate how many permits will be displayed on each page of the Permits Panel as seen on figure 8	

Chapter 1 Welcome to TxPROS Online Customer Interface

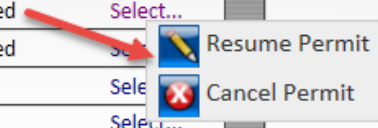
Once you have ordered permits or saved a permit application, they will be listed in the **Permits Panel** on your **Customer Dashboard**. From this list of permits there are several actions you can take.

RESUME PERMIT:

Permits that have been started but have not been submitted to TxDMV have a status of Unfinished and can be resumed. Users can make any allowed changes to a permit application when it is resumed and can complete the permit application for issuing. Fields that cannot be changed will be locked.

1. Locate the *Unfinished* permit application you wish to resume on the **Permits Panel** on the **Customer Dashboard**.
2. In the Action column, click **Select** then **Resume Permit**.

Permit No/ID	Type	Submitted	Status	Action
4706045	General		Expired	Select...
4704508	General		Unfinished	Select...
4704491	General		Unfinished	Select...
4585050	General		Expired	Select...
4576813	General		Expired	Select...
4546517	Temporary Registration		Voided/Refund	Select...



You will be presented with the **Order Permit** screen as described on page 67.

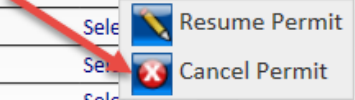
3. Make any allowed changes.
4. Complete the permit application process or click **Save and Exit** to continue at a later time.

CANCEL PERMIT:

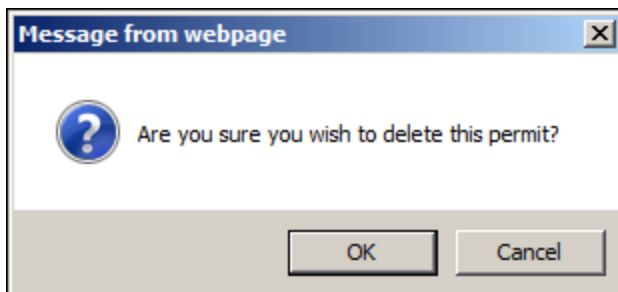
Permits can be canceled if they are *Unfinished* or *Pending* in the Status column of the **Permits Panel**. The *Unfinished* status reflects that you have not completed nor submitted your application to TxDMV. The *Pending* status reflects that TxDMV has not yet processed the application into a permit.

1. Locate the permit application you wish to cancel on the **Permits Panel**.
2. In the Action column, click **Select** then **Cancel Permit**. The system will ask you to confirm that you wish to delete this permit.

Permit No/ID	Type	Submitted	Status	Action
4706045	General		Expired	Select...
4704508	General		Unfinished	Select...
4704491	General		Unfinished	Select...
4585050	General		Expired	Select...
4576813	General		Expired	Select...
4546517	Temporary Registration		Voided/Refund	Select...



3. Click **OK** to Cancel or delete this permit application.



You can also cancel a permit while in the permit application by clicking the **Cancel** button.



VIEW PERMIT:

If a permit has a status of *Pending* or *Issued*, you can view the permit details for that permits.

1. Locate the *Pending* or *Issued* permit you wish to view on the **Permits Panel**.
2. In the Action column, click **Select** then **View Permit**.

When you click **View Permit** from the Action column on the **Customer Dashboard**, the **Permit Details** screen is displayed. From this screen you can view all the history for this particular permit or permit application including the actual permit PDF. You can also email or fax a copy of the permit.

See *Table 2: Permit Details* on page 21.

Permit Details

Below is detailed information about permit number 140611872798:

Permit Number: 140611872798
Source: Internet
Company: ProMiles Drayage
Type: Crane (Annual)
Status: Issued
Created by: Tim Pilcher
Delivered by: Web Download
Resend by Fax or Email to:

Issue Date: 6/11/2014 11:36 AM **Start Date:** 6/11/2014 **End Date:** 6/10/2015

Vehicle and Load | Changes | Docs / PDFs | Fee Items | Special Items | Registrations | Payments | Notes | Route

Conditions

Vehicle and Load

Load Description
Mobile Crane

Industry
Agricultural Products

Vehicles Used For This Permit

Unit Number	Type	Make	Year	State	License	VIN
4949	Tractor	Mack	2012	TX	M4949	MAKVIN4949

Load and Dimensions
Below is a table containing the dimensions used when creating and routing this permit.

Dimensions			
Width:	10 ft.	Height:	14 ft.
Weight:	30000	Front O'Hang:	Legal
Lowboy:	Yes	Hydraulic:	No

Axles

Axle:	1	2
Distances:		12 ft.
Weights:	10000	20000
# of Tires:	2	4
Tire Sizes:	11 in.	11 in.

FIGURE 10: VIEW PERMIT DETAIL DISPLAY

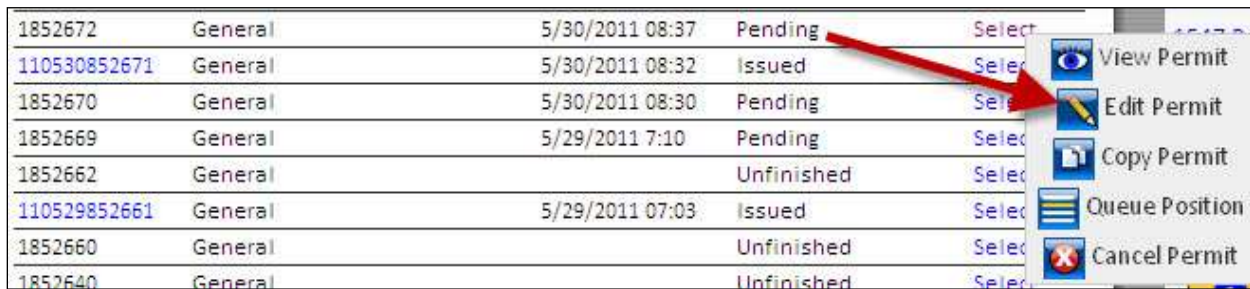
TABLE 2: PERMIT DETAILS

Element	Content
Details	Permit number, Source, Company name, Permit type, Permit status, Person who created permit, How the permit was delivered and Permit dates
Functions	Resend permit by fax or email. Enter the complete email address or 10 digit phone number (including area code) and click the appropriate send button.
Vehicle and Load	Vehicle and load description from the permit application
Changes	Audit trail of changes throughout the life of the permit including amends
Docs/PDFs	View or add documents for the permit. View the permit PDF.
Fee Items	Fees associated with the permit
Special Items	Special items for the permit
Registrations	Vehicle and trailer registrations with the permit
Payments	Payment amount and method of payment for the permit
Notes	View and add notes for the permit.
Route	View, zoom, and print the map or route for the permit.
Conditions	Conditions for the permit

EDIT PERMIT:

Permits can only be edited when they have a status of *Pending* as seen in the Status column of the **Permits Panel**. The *Pending* status reflects that TxDMV has not yet processed the application into a permit. This is the only status that will allow you to edit a permit.

1. Locate the *Pending* permit application you wish to edit on the **Permits Panel**.
2. In the Action column, click **Select** then **Edit Permit**.



1852672	General	5/30/2011 08:37	Pending	Select	
110530852671	General	5/30/2011 08:32	Issued	Select	
1852670	General	5/30/2011 08:30	Pending	Select	
1852669	General	5/29/2011 7:10	Pending	Select	
1852662	General		Unfinished	Select	
110529852661	General	5/29/2011 07:03	Issued	Select	
1852660	General		Unfinished	Select	
1852640	General		Unfinished	Select	

You will be presented with the **Order Permit** screen as described above on page 67.

3. Go through the permit application and edit any allowed fields. Fields that cannot be changed will be locked.
4. Complete the permit application process or click **Save and Exit** to continue at a later time.

COPY PERMIT:

A permit can be copied to a new permit application when it has a status of *Pending* or *Issued*.

1. Locate the *Pending* or *Issued* permit you wish to copy on the **Permits Panel**.
2. In the Action column, click **Select** then **Copy Permit**.

A new permit application will open with all of the information filled in from the copied permit.

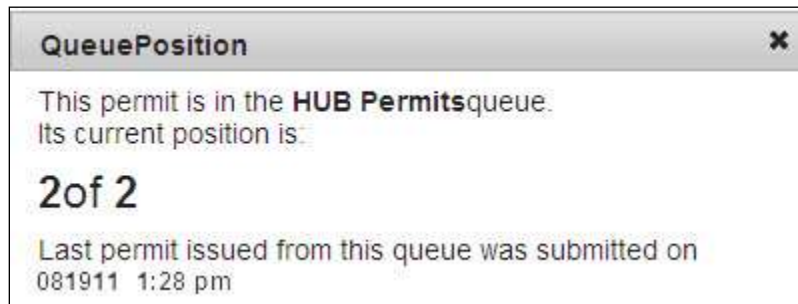
3. Proceed through the permit application verifying and changing any allowed information.
4. Complete the permit application process or click **Save and Exit** to continue at a later time.

QUEUE POSITION: 11111 AGAIN, NO PENDING PERMIT TO CHECK THIS AGAINST

A permit with a status of *Pending* can display the position it has in the TxDMV Queue.

1. Locate the *Pending* permit you are inquiring about on the **Permits Panel**.
2. In the Action column, click **Select** then **Queue Position**.

A window will be displayed telling you the position this permit has in the queue and the timestamp of the last permit issued from that queue.



3. Click the **X** to close this window and return to the **Customer Dashboard**.

MESSAGES PANEL

The **Messages Panel** will display any messages to your particular company from MCD as well as messages or announcements sent to all customers or to a group of customers if your company is included in that group. Check this panel for messages regarding updates to the system and scheduled downtime as well as helpful hints and functionality changes.

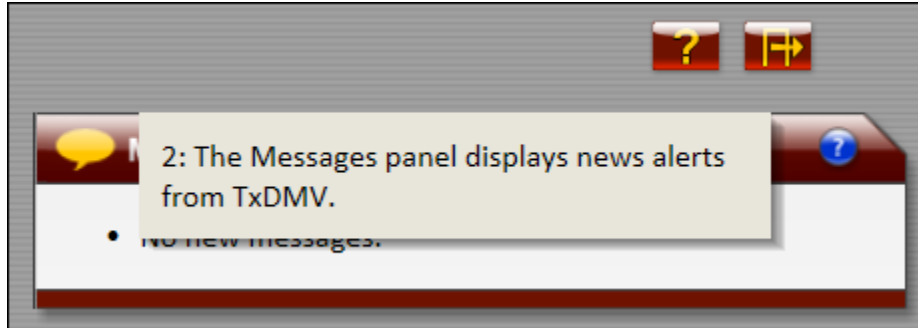


Figure 11: Messages Panel

STATISTICS PANEL

The **Statistics Panel** will display basic information about the company's Escrow, HUB Closeouts and 1547 permits. 11111 There are pretty significant changes to this figure in production compared to what it was before.



FIGURE 12: THE STATISTICS PANEL

TABLE 3: THE STATISTICS PANEL

Element	Function
Refresh	Refreshes the Statistics Panel to display the most recent information
Permits issued today	11111
Permits self-issued today	11111
Escrow Balance	The company's current escrow account balance
Order replacement stickers	11111
Route inspections	11111

HUB CLOSEOUT/REISSUE 11111 NO LONGER FOUND ON STATS PANEL BUT WANTED TO MAKE SURE ALL THIS SHOULD BE DELETED BEFORE I DID

On the **Statistics Panel** is the ability to closeout or reissue active HUB permits.

1. To closeout or reissue a HUB permit, click **Manage** to the right of **HUB Closeouts** on the **Statistics Panel**.



The **HUB Closeout** screen will open listing your current HUB permits.

Current HUB Permits			
Permit Number	VIN	Expire Date	Action
110518967465	12345	8/18/2011 12:00:00 AM	Closeout/Reissue

2. Click **Closeout/Reissue** to closeout or reissue this HUB permit.
3. The form that is displayed will list the Permit and VIN numbers from the original HUB permit application. Enter the ending HUB reading and serial number in the spaces provided.

HUB Closeout for Permit

Enter required information

Permit Number 110518967465

VIN 12345

HUB End Reading

HUB Serial #

Submit **Cancel**

4. Click **Submit** to closeout or reissue this HUB permit or click **Cancel** to cancel this action and return to the **HUB Closeout** screen.

After you click **Submit**, the screen will expand allowing you to pay for this permit and close it out or to reissue and pay the amount currently due.

5. To reissue, check the box next to **I would like to reissue this permit** to reissue your HUB permit.

Note: If you do not wish to reissue, do not check the box. Continue to **Pay Now**.

6. Click **Pay Now** to pay the amount due.

The screenshot shows a web form titled "Enter required information". It contains the following fields and values:

- Permit Number: 110821967581
- VIN: 12345
- HUB End Reading: 1500
- HUB Serial #: 1234

Below the input fields are two blue buttons: "Submit" and "Cancel".

Below the buttons, the text "Amount Due: \$31.07" is displayed in green. Underneath this is a checkbox with the label "I would like to reissue this permit." which is currently unchecked.

At the bottom of the form is a blue button labeled "Pay Now".

A payment screen will open for you to enter your payment information.

The screenshot shows a payment screen titled "Amount Owed: \$31.07 for 1 Permit(s)". Below the title is the text "Select Payment Method:". There is a dropdown menu with a question mark icon and the text "Select...".

At the bottom of the screen are two blue buttons: "Submit" and "Cancel".

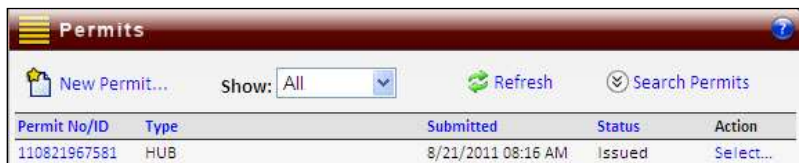
7. Select your method of payment, enter any additional information the system may require such as credit card information, and click **Submit**.

If your payment is successful, the **HUB Closeout Successful** screen is displayed.

- Click **Return to Dashboard** to return to the **Home Page** or click **Return to HUB Permit List** to closeout or reissue another HUB permit.



Your reissued HUB permit is now available from the **Customer Dashboard**.



NOTE: If you do not enter the correct serial number or if your ending HUB reading is less than the beginning HUB reading from when your first ordered the permit, the system will prompt you with questions or error messages depending on your entry. You must have the correct serial number and HUB reading to complete the Closeout/Reissue process.

1547 REPLACEMENT STICKERS 11111 THIS ALSO CHANGED NO LONGER USED IN PRODUCTION THAT I CAN FIND (THROUGH THE END OF PG. 25)

On the **Statistics Panel** is the ability to order replacement stickers for 1547 permits.

- To order a replacement sticker for a 1547 permit, click **1547 Permits** on the **Statistics Panel**.



The **Order Replacement Stickers** screen will open listing your current 1547 permits.

Order Replacement Stickers for Rays test company			
Permit Number	Permit Type	Start Date	End Date
110703965684	Over-Axle (1547)	7/3/2011	7/3/2012
110707965825	Over-Axle (1547) Agricultural	7/7/2011	7/7/2012
110810967147	Over-Axle (1547)	8/10/2011	8/10/2012

- Click the permit number for the 1547 permit that needs a replacement sticker.

A payment screen is displayed.

- Select a payment method and enter the requested payment information. Click **Submit**.

A mailing address screen is displayed.



The screenshot shows a web form titled "Order Replacement Stickers for Rays test company". The form is labeled "Mailing Address" and contains several input fields: "Courier" (a dropdown menu with "United States Postal Service" selected), "Company Name", "Recipient Name", "Address Line 1", "Address Line 2", "City", "State", "ZIP", "Phone Number", and "Billing Information". Below the fields, a message states "Your payment was approved!". At the bottom, there is a "Submit" button and a note: "Make any corrections to the mailing address, and then press 'Submit' to mail the replacement sticker."

- Select a Courier or method of shipping, enter the correct mailing information and provide billing information for the courier. The fields saved in your *Customer Data* from the **Administrative Panel** on the **Customer Dashboard** will auto populate.
- Verify all information is complete and correct and click **Submit**.

You will be returned the **Customer Dashboard** and your replacement sticker will be mailed.

THE ADMINISTRATIVE PANEL

The **Administrative Panel** allows each company to define and alter their account information.



FIGURE 13: THE ADMINISTRATIVE PANEL

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function	
Company Data	Opens the <i>Company Information</i> screen	
	Customer #	The customer's unique ID number as given by TxDMV
	Company	The official company name
	DBA	The company's DBA (Doing Business As) if applicable
	Phone	The primary contact phone number for the company
	Fax	The primary fax number for the company
	Email	The primary email address for the company
	USDOT	The company's United States Department of Transportation number (if company has one)
	MCR	The company's TxDMV number (if company has one)

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function		
	Delivery Method	The company’s default delivery method to be used for issued permits. The delivery method can be changed from the default when ordering a permit.	
		Email	Permits will be emailed to the email address on file unless changed in application.
		Web Download	Permits will be downloaded by the company. These and all other issued permits can be accessed from the Permits Panel .
		Fax	Permits will be faxed to the fax number on file unless changed in application.
		Mail	Permits will be shipped to the mailing address on file.
		Courier	Permits will be sent to the company via courier to the physical address on file.
	Contacts	List of contacts for the company	
	Addresses	List of addresses for the company	
	Yards	Contact information for separate yards for the company	
	Users	Contact information for company users	
	Vehicles	Listing of the company’s vehicle inventory in TxPROS. These vehicles can be used to populate information on the permit application.	
Bid Route	Allows a route to be generated without actually submitting an application to TxDMV. This feature is provided as a service for quoting loads.		
Escrow	Displays an escrow transaction listing, allows for deposits to escrow with a credit card, and allows for reports to be printed		

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function
Reports	Allows customers to view and print various reports
Time Permit for Rte	Allows customers to obtain TxDMV approved routing for a time period permit that was previously obtained

COMPANY DATA


The **Company Data** button opens the **Company Information** screen. This screen is partially populated from the information entered when the account was set up. Other information such as the USDOT number and MCR number can be added here to use as an the authority needed when ordering permits. When making changes to the **Company Information** screen, click **Update** to save your changes.

In this **Company Information** screen is a place to add, edit, and delete items from your **Company Assets**. Here you can add contacts for your company, add addresses for your company, designate yards for your company, add users that can access your account, and maintain a vehicle inventory.

Note: It is not mandatory to add information to the data fields below. This capability has been provided as an aid to the customer to save time when applying for permits and to provide better reporting capabilities.

11111 Bond type, start date, and end date were added to production. Not sure if we need to add description or not.

TxPROS Customer Management Portal

Company Information 

Customer # 260404

Company*

DBA*


Phone*


Fax*




Email*




USDOT




MCR




Delivery Method: 

Company Assets 

 **Contacts**  

 **Addresses**  

 **Yards**  

 **Users**  




 **Vehicles**  

FIGURE 14: COMPANY DATA

CONTACTS

Any person that will need access to the TxPROS system, or any person that might need to be contacted by TxDMV at any step of the permitting process should be added into the system as a Contact.

Note: Just because a contact is entered into the system does not mean that they will be able to log into TxPROS. Each contact must be set up as a user to log into the TxPROS system.

To add a new contact:

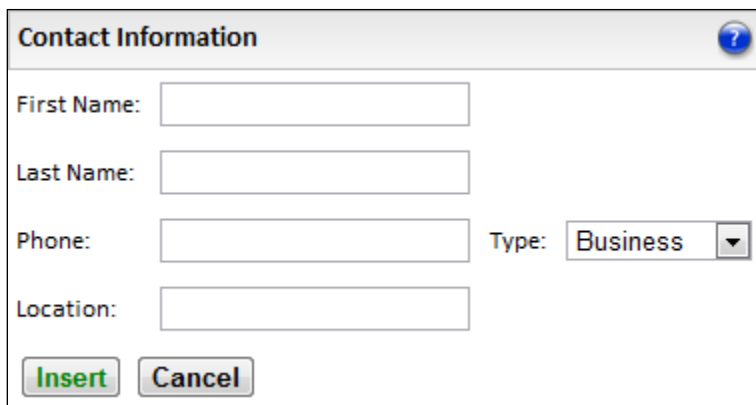
1. Click the **Company Data** button in the **Administrative Panel**.



2. Click the **New** button to the right of *Contacts*.



The **Contact Information** window opens.

A screenshot of a 'Contact Information' window. The title bar is light gray with the text 'Contact Information' and a blue question mark icon on the right. The form contains four labeled text input fields: 'First Name:', 'Last Name:', 'Phone:', and 'Location:'. To the right of the 'Phone:' field is a 'Type:' label followed by a dropdown menu currently showing 'Business'. At the bottom left of the form are two buttons: a green 'Insert' button and a gray 'Cancel' button.

3. Enter the appropriate data for the contact you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.

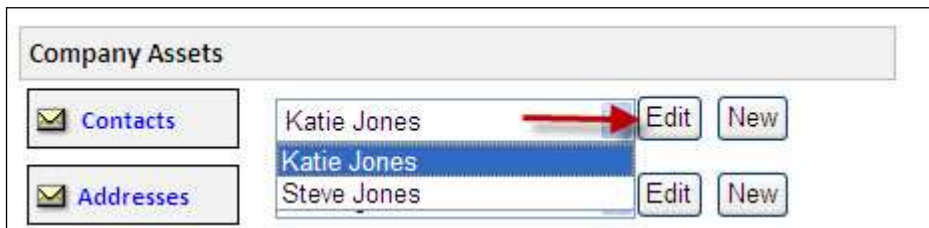
The new contact will appear in the **Contacts** dropdown list.

To edit a Contact:

1. Click the **Company Data** button in the **Administrative Panel**.



2. Choose the contact to be edited from the dropdown list.
3. Click the **Edit** button to the right of *Contacts*.



*The **Contact Information** window opens.*

4. Change the information for the contact as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.

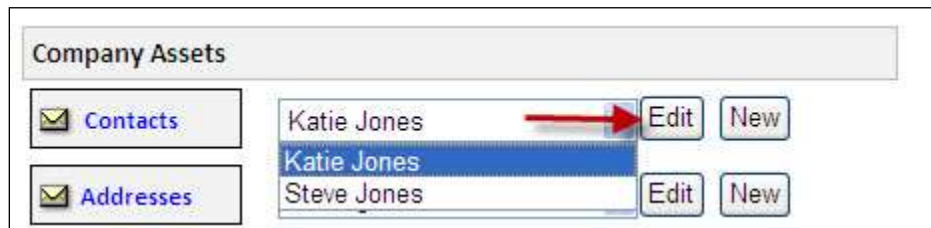
A screenshot of the 'Contact Information' window. It has a title bar with a question mark icon. The form contains the following fields: 'First Name:' with the value 'Katie', 'Last Name:' with the value 'Jones', 'Phone:' with the value '512.234.5678', and 'Location:' which is empty. To the right of the 'Phone' field is a 'Type:' dropdown menu with 'Permitting' selected. At the bottom of the window are three buttons: 'Update' (highlighted with a red arrow), 'Delete' (with a red arrow pointing to it), and 'Cancel'.

To delete a Contact:

1. Click the **Company Data** button in the **Administrative Panel**.

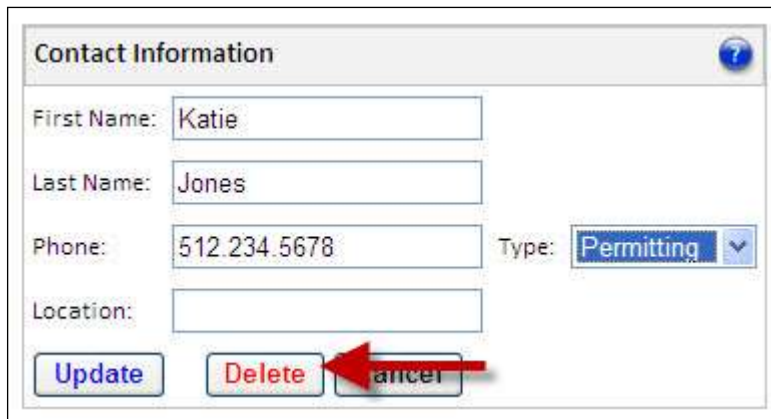


2. Choose the contact to be deleted from the dropdown list.
3. Click the **Edit** button to the right of *Contacts*.



The **Contact Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.

A screenshot of the 'Contact Information' window. It has a title bar 'Contact Information' and a help icon. Below the title bar are several input fields: 'First Name' with 'Katie', 'Last Name' with 'Jones', 'Phone' with '512.234.5678', and 'Location' which is empty. To the right of the 'Phone' field is a 'Type' dropdown menu with 'Permitting' selected. At the bottom are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points from the 'Delete' button to the 'Cancel' button.

The contact will be deleted.

ADDRESSES

The mailing and physical address information is stored here for the company. The mailing address will be the default address used if the delivery method of mail is chosen for a permit. The physical address will be the default address used if the delivery method of courier is chosen for a permit.

To add a new address:

1. Click the **Company Data** button in the **Administrative Panel**.



2. Click the **New** button to the right of **Addresses**.



The **Address Information** window opens.

A screenshot of the 'Address Information' window. It has a light gray header with the text 'Address Information' and a blue circular icon with a white question mark on the right. Below the header are several input fields: 'Type:' with a dropdown menu showing 'Mailing', 'Address 1*' with a text box, 'Address 2:' with a text box, 'City*' with a text box, 'State*' with a text box, 'Zip*' with a text box, and 'County:' with a text box. At the bottom are two buttons: 'Insert' (green text) and 'Cancel' (blue text).

3. Enter the appropriate data for the address you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.


The new address will appear in the **Addresses** dropdown list.

To edit an Address:

1. Click the **Company Data** button in the **Administrative Panel**.



2. Choose the address to be edited from the dropdown list.
3. Click the **Edit** button to the right of *Addresses*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets' and a search icon. Below the title bar are two sections. The first section is labeled 'Contacts' with an envelope icon and shows a dropdown menu with 'Katie Jones' selected, followed by 'Edit' and 'New' buttons. The second section is labeled 'Addresses' with an envelope icon and shows a dropdown menu with 'Mailing' selected. A red arrow points to the 'Edit' button next to 'Mailing'. There is also a 'New' button next to the 'Edit' button.

The **Address Information** window opens.

4. Change the information for the address as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.

A screenshot of the 'Address Information' window. It has a title bar 'Address Information' and a help icon. The form contains the following fields: 'Type:' with a dropdown menu showing 'Mailing'; 'Address 1*:' with a text box containing '2612 Garth Road'; 'Address 2:' with an empty text box; 'City*:' with a text box containing 'Beaumont'; 'State*:' with a dropdown menu showing 'TX'; 'Zip*:' with a text box containing '77710'; and 'County:' with a text box containing 'Jeffersc'. At the bottom are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points to the 'Update' button.

To delete an Address:

1. Click the **Company Data** button in the **Administrative Panel**.



2. Choose the address to be deleted from the dropdown list.
3. Click the **Edit** button to the right of *Addresses*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets'. Below the title bar, there are two sections. The first section is labeled 'Contacts' with an envelope icon; it contains a dropdown menu with 'Katie Jones' selected, and 'Edit' and 'New' buttons. The second section is labeled 'Addresses' with an envelope icon; it contains a dropdown menu with 'Mailing' selected, and 'Edit' and 'New' buttons. A red arrow points to the 'Edit' button in the 'Addresses' section.

The Address Information window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.

A screenshot of the 'Address Information' window. It has a title bar 'Address Information' with a help icon (question mark in a blue circle) on the right. The form contains several fields: 'Type:' with a dropdown menu showing 'Mailing'; 'Address 1*:' with the text '2612 Garth Road'; 'Address 2:' which is empty; 'City*:' with the text 'Beaumont'; 'State*:' with a dropdown menu showing 'TX'; 'Zip*:' with the text '77710'; and 'County:' with the text 'Jeffers'. At the bottom, there are three buttons: 'Update' (blue), 'Delete' (red), and 'Cancel' (gray). A red arrow points to the 'Delete' button.

The address will be deleted.

YARDS

Some companies divide their operations into separate operating units. These operating units may be called Yards, Divisions, Terminals, or another preferred terminology. The TxPROS system allows customers to divide their fleet into separate operating units and uses the term yards to define these. Vehicles can be assigned to a yard. Permits requested for these vehicles will be assigned to the vehicle's yards. For some companies, this capability facilitates searching for permits and reporting on permitting operations. This yard capability is provided by MCD as a service to its customers and is optional. Customers are not required to use this service. Permits ordered by MCD permit specialists will not have yard information.

To add a new Yard:

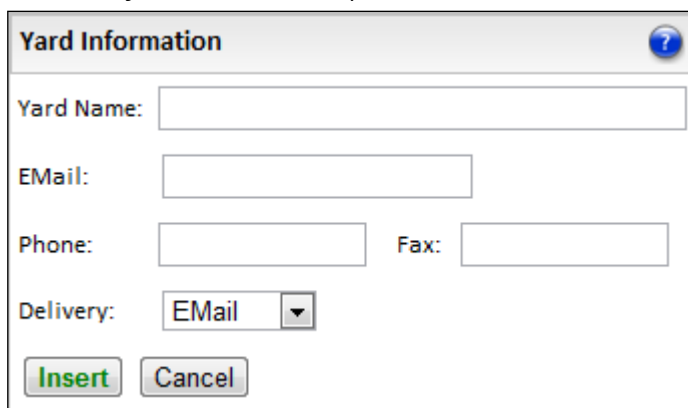
1. Click the **Company Data** button in the **Administrative Panel**.



2. Click the **New** button to the right of *Yards*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets' and a search icon. Below the title bar are three sections: 'Contacts' with a dropdown menu showing 'Katie Jones' and buttons 'Edit' and 'New'; 'Addresses' with a dropdown menu showing 'Mailing' and buttons 'Edit' and 'New'; and 'Yards' with an empty dropdown menu and buttons 'Edit' and 'New'. A red arrow points to the 'New' button in the 'Yards' section.

The **Yard Information** window opens.

A screenshot of the 'Yard Information' window. It has a title bar 'Yard Information' and a help icon. Below the title bar are several input fields: 'Yard Name:' with a text box; 'EMail:' with a text box; 'Phone:' with a text box and 'Fax:' with a text box; and 'Delivery:' with a dropdown menu showing 'Email'. At the bottom are two buttons: 'Insert' and 'Cancel'.

3. Enter the appropriate data for the yard you are adding, and select a default delivery method for permits.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.



The screenshot shows a web form titled "Yard Information" with a help icon (question mark) in the top right corner. The form contains the following fields and controls:

- Yard Name:** A text input field containing "Beaumont West End".
- Email:** A text input field containing "jonestkgbpt@txtrk.com".
- Phone:** A text input field containing "409.892.1234".
- Fax:** A text input field containing "409.892.5678".
- Delivery:** A dropdown menu with "Fax" selected.
- Buttons:** At the bottom left, there are two buttons: "Insert" (highlighted with a red arrow) and "Cancel" (with a red 'X' over it).

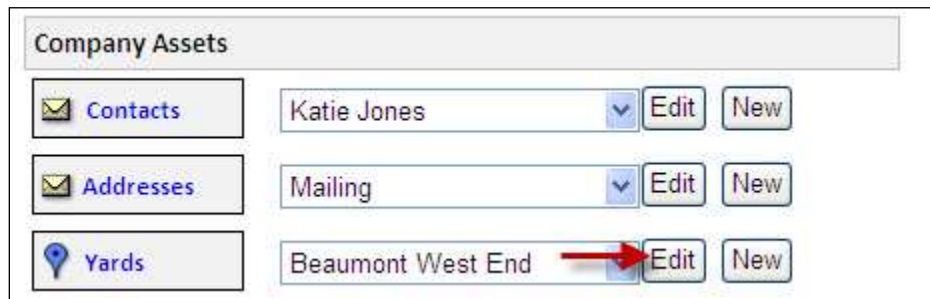
*The new yard will appear in the **Yards** dropdown list.*

To edit a Yard:

1. Click the **Company Data** button in the **Administrative Panel**.



2. Choose the yard to be edited from the dropdown list.
3. Click the **Edit** button to the right of **Yards**.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets' and three sections. The first section is 'Contacts' with a dropdown menu showing 'Katie Jones' and buttons 'Edit' and 'New'. The second section is 'Addresses' with a dropdown menu showing 'Mailing' and buttons 'Edit' and 'New'. The third section is 'Yards' with a dropdown menu showing 'Beaumont West End' and buttons 'Edit' and 'New'. A red arrow points to the 'Edit' button in the 'Yards' section.

The **Yard Information** window opens.

4. Change the information for the yard as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.

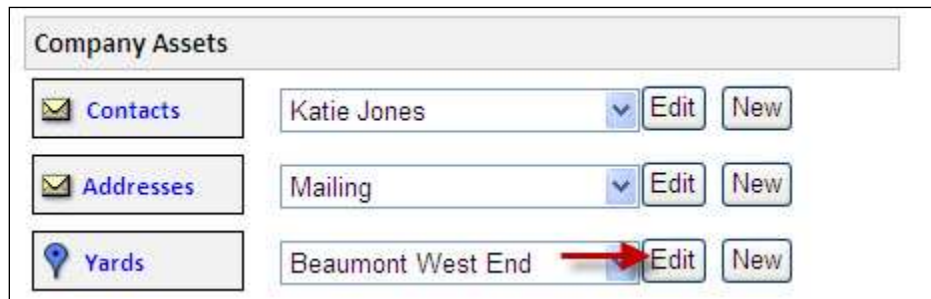
A screenshot of the 'Yard Information' window. It has a title bar 'Yard Information' and a question mark icon. The form contains the following fields: 'Yard Name' with the value 'Beaumont West End', 'Email' with the value 'jonestkgbpt@txtrk.com', 'Phone' with the value '409.892.1234', 'Fax' with the value '409.892.5678', and 'Delivery' with a dropdown menu showing 'EMail'. At the bottom are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points to the 'Update' button.

To delete a Yard:

1. Click the **Company Data** button in the **Administrative Panel**.

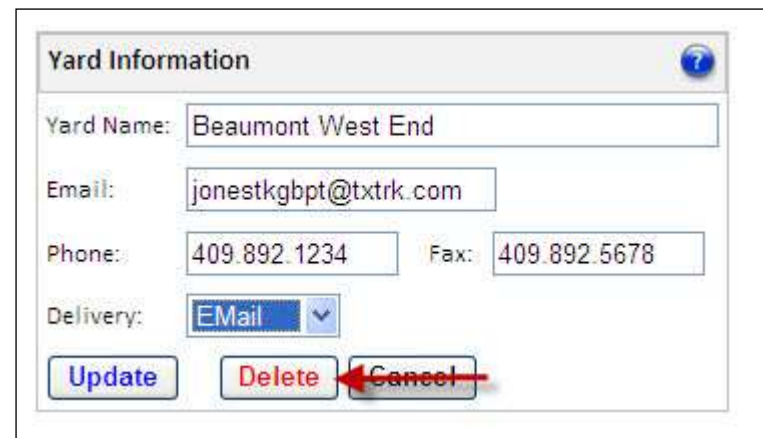


2. Choose the yard to be deleted from the dropdown list.
3. Click the **Edit** button to the right of *Yards*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets'. Below the title bar are three sections: 'Contacts' with a dropdown showing 'Katie Jones' and buttons 'Edit' and 'New'; 'Addresses' with a dropdown showing 'Mailing' and buttons 'Edit' and 'New'; and 'Yards' with a dropdown showing 'Beaumont West End' and buttons 'Edit' and 'New'. A red arrow points to the 'Edit' button for the 'Yards' section.

The **Yard Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.

A screenshot of the 'Yard Information' window. It has a title bar 'Yard Information' with a help icon (a question mark inside a circle). Below the title bar are several input fields: 'Yard Name:' with 'Beaumont West End', 'Email:' with 'jonestkgbpt@txtrk.com', 'Phone:' with '409.892.1234', and 'Fax:' with '409.892.5678'. There is also a 'Delivery:' dropdown menu with 'Email' selected. At the bottom are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points to the 'Delete' button.

The yard will be deleted.

COMPANY USERS

TxPROS users will have the ability to log into the TxPROS system and order permits. The person who sets up the company account will be designated as an account supervisor and have the ability to add new users to the company account. When a user is added they will be designated as an account supervisor or as a user. Only account supervisors can add, edit and delete other users.

To Add a New User:

1. Click the **Company Data** button in the **Administrative Panel**.



2. Click the **New** button to the right of *Users*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets' and a list of four assets: 'Contacts' (with an envelope icon), 'Addresses' (with an envelope icon), 'Yards' (with a location pin icon), and 'Users' (with a lock icon). Each asset has a text field, a dropdown arrow, and two buttons labeled 'Edit' and 'New'. The 'Users' row shows 'Steve Jones' in the text field, and a red arrow points to the 'Edit' button.

The *User Information* window opens.

A screenshot of the 'User Information' window. It has a title bar 'User Information' with a help icon. The form contains several fields: 'First Name*' (with a 'Deactivate' button), 'Last Name*' (with a 'Lock Out' button), 'Login*', 'Email:', 'Phone:', 'Password*', 'ReType Password:', and 'User Type:' (with a dropdown menu showing 'User'). At the bottom are 'Insert' and 'Cancel' buttons.

3. Enter the appropriate data for the user you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.

The image shows a 'User Information' form with the following fields and buttons:

- First Name***: Text box containing 'Eddie'. To its right is a 'Deactivate' button.
- Last Name***: Text box containing 'Smith'. To its right is a 'Lock Out' button.
- Login***: Text box containing 'eddie'.
- Email:**: Text box containing 'esjonestkg@t.trk.com'.
- Phone:**: Text box containing '512.123.2345'.
- Password***: Text box filled with dots.
- ReType Password:**: Text box filled with dots.
- User Type:**: Dropdown menu showing 'User'.
- At the bottom are two buttons: 'Insert' (highlighted with a red arrow) and 'Cancel'.

The new user will appear in the **Users** dropdown list.

Note: The new user will immediately become active and can log into the TxPROS system using the username and password you supplied.

To edit a User:

1. Click the **Company Data** button in the **Administrative Panel**.

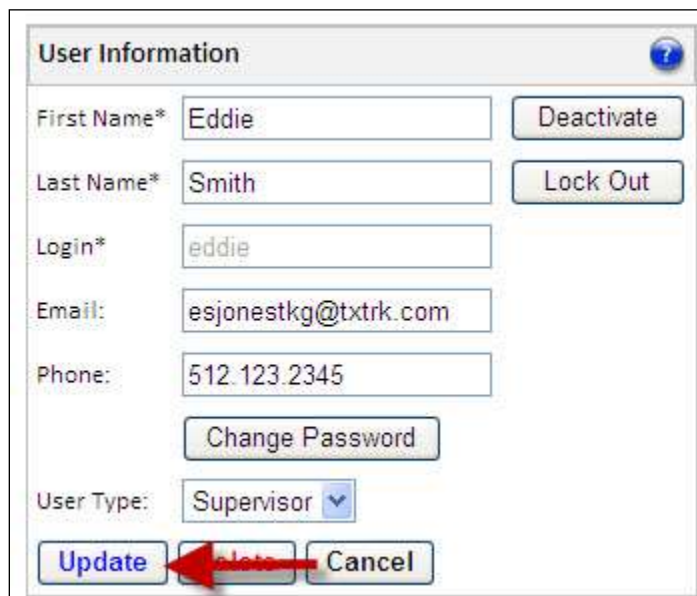


2. Choose the user to be edited from the dropdown list.
3. Click the **Edit** button to the right of *Users*.

A screenshot of the 'Company Assets' window. It has a sidebar on the left with icons and labels for 'Contacts', 'Addresses', 'Yards', 'Users', and 'Vehicles'. The main area shows a list of assets. The 'Users' section is expanded, showing a dropdown menu with 'Steve Jones' selected, and 'Steve Jones' and 'Eddie Smith' listed below it. 'Eddie Smith' is highlighted with a blue background. To the right of the dropdown are 'Edit' and 'New' buttons. A red arrow points to the 'Edit' button. Other sections like 'Contacts' and 'Addresses' also show dropdowns and 'Edit'/'New' buttons.

*The **User Information** window opens.*

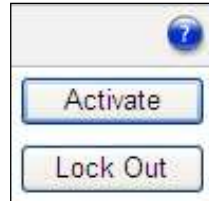
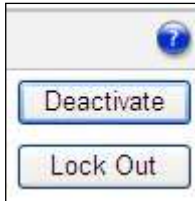
4. Change the information for the user as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.

A screenshot of the 'User Information' window. It contains several input fields: 'First Name*' with 'Eddie', 'Last Name*' with 'Smith', 'Login*' with 'eddie', 'Email:' with 'esjonestkg@txtrk.com', and 'Phone:' with '512.123.2345'. There are buttons for 'Deactivate', 'Lock Out', and 'Change Password'. The 'User Type:' dropdown is set to 'Supervisor'. At the bottom are 'Update', 'Delete', and 'Cancel' buttons. A red arrow points to the 'Update' button.

To deactivate a User:

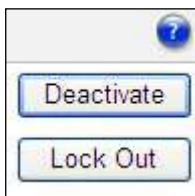
There may come a time when you need to deactivate a user. To do this, follow the same steps as editing a user but click **Deactivate** rather than **Update**. This user will not be able to log in to the system. Only customer users set up as a supervisor can deactivate another user for the company.

When you deactivate a user, the button will change to say **Activate**. To activate a deactivated user, follow the same steps as editing a user but click **Activate** rather than **Update**.



To unlock a User:

Should a user become locked out of the system due to too many attempts to log in with the incorrect log in information, a company supervisor can unlock them. Once a user is locked out, the **Lock Out** button will change to **Unlock**. Click **Unlock** to allow the user to log in to the system.



To delete a User:

1. Click the **Company Data** button in the **Administrative Panel**.

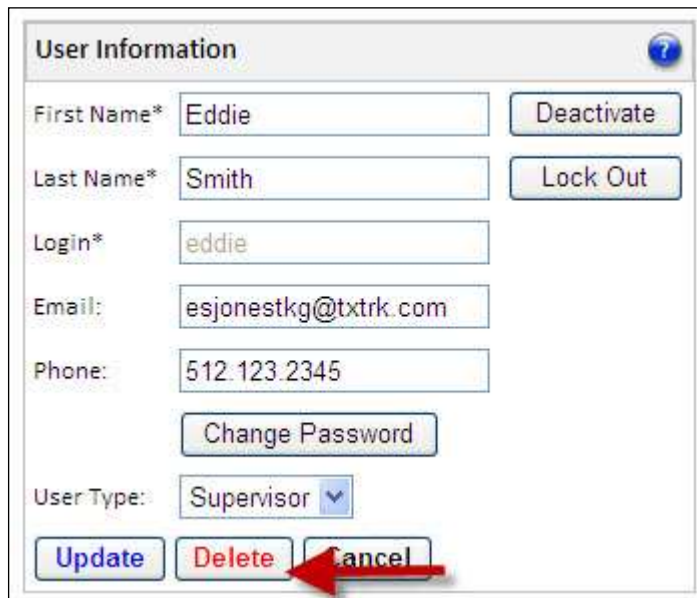


2. Choose the user to be deleted from the dropdown list.
3. Click the **Edit** button to the right of *Users*.

A screenshot of the "Company Assets" window. It has a sidebar on the left with icons and labels for "Contacts", "Addresses", "Yards", "Users", and "Vehicles". The main area shows a list of assets. Under "Users", there is a dropdown menu with "Steve Jones" selected, and "Eddie Smith" is highlighted in blue below it. To the right of the dropdown are "Edit" and "New" buttons. A red arrow points to the "Edit" button.

*The **User Information** window opens.*

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.

A screenshot of the "User Information" window. It contains several text input fields: "First Name*" with "Eddie", "Last Name*" with "Smith", "Login*" with "eddie", "Email:" with "esjonestkg@txtrk.com", and "Phone:" with "512.123.2345". There are also buttons for "Deactivate", "Lock Out", "Change Password", and a "User Type:" dropdown set to "Supervisor". At the bottom are "Update", "Delete", and "Cancel" buttons. A red arrow points to the "Delete" button.

The user will be deleted and will be unable to login to the TxPROS system.

VEHICLES

A company can choose to keep a listing of its vehicle inventory. These vehicles can be used to populate information on the permit application. Vehicles may include trucks, trucks/tractors, and or trailers.

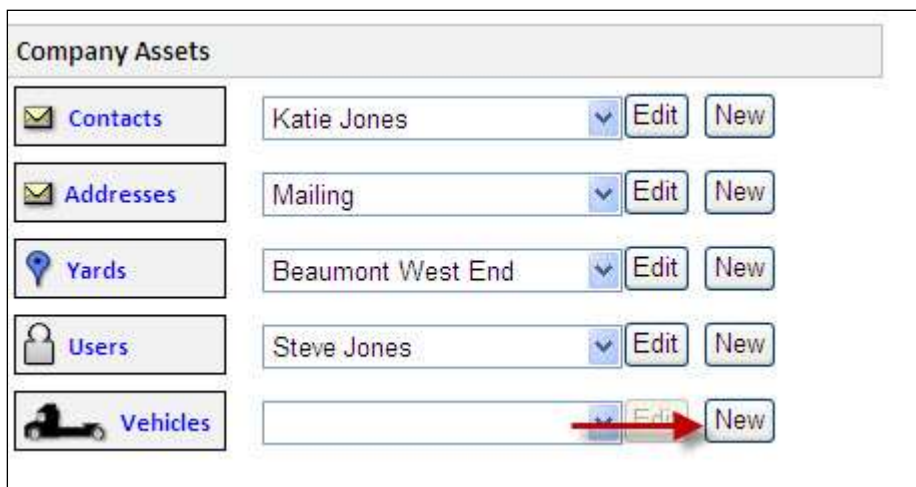
Vehicles can also be assigned to a yard to aid in reporting by yard or location. Yards must be entered in the Yard Company Data before assigning to a vehicle.

To Add a New Vehicle:

1. Click the **Company Data** button in the **Administrative Panel**.

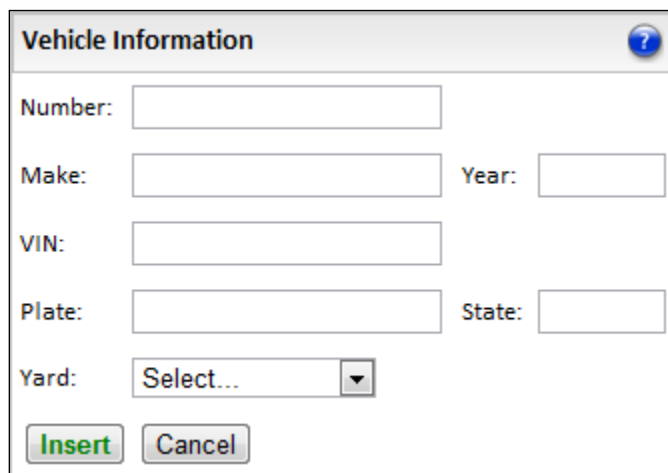


2. Click the **New** button to the right of **Vehicles**.



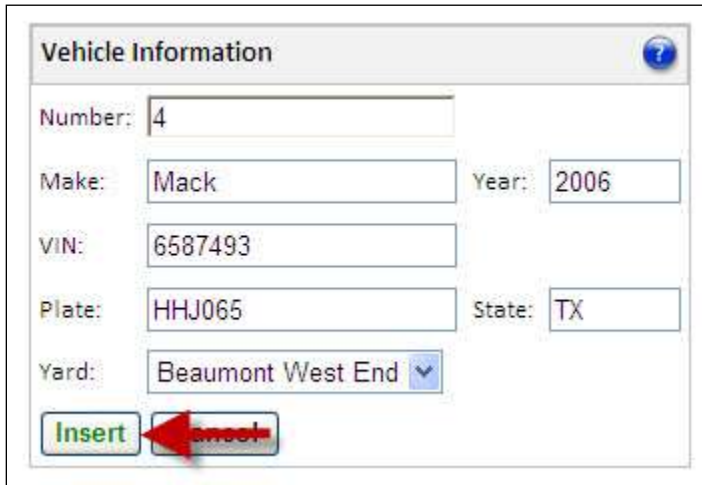
Company Assets		
Contacts	Katie Jones	Edit New
Addresses	Mailing	Edit New
Yards	Beaumont West End	Edit New
Users	Steve Jones	Edit New
Vehicles		Edit New

The **Vehicle Information** window opens.



Vehicle Information	
Number:	<input type="text"/>
Make:	<input type="text"/>
Year:	<input type="text"/>
VIN:	<input type="text"/>
Plate:	<input type="text"/>
State:	<input type="text"/>
Yard:	Select... <input type="button" value="v"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

3. Insert the appropriate data for the vehicle you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.



The image shows a 'Vehicle Information' form with the following fields and values:

Field	Value
Number:	4
Make:	Mack
Year:	2006
VIN:	6587493
Plate:	HHJ065
State:	TX
Yard:	Beaumont West End

At the bottom of the form are two buttons: 'Insert' (green) and 'Cancel' (red). A red arrow points from the 'Cancel' button to the 'Insert' button.

The new vehicle will appear in the **Vehicles** dropdown list.

To edit a Vehicle:

1. Click the **Company Data** button in the **Administrative Panel**.

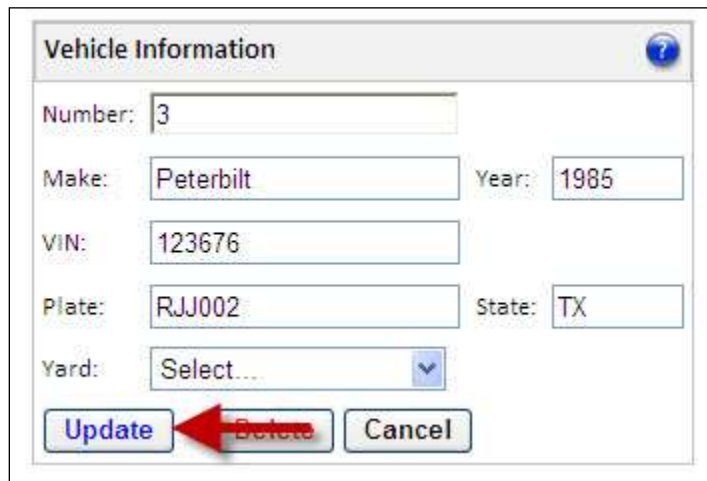


2. Choose the vehicle to be edited from the dropdown list.
3. Click the **Edit** button to the right of *Vehicles*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets' and a sidebar on the left with icons and labels: 'Contacts' (envelope), 'Addresses' (envelope), 'Yards' (location pin), 'Users' (lock), and 'Vehicles' (truck). The main area shows a list of assets. The 'Vehicles' row is highlighted in blue and contains a dropdown menu with '3 Peterbilt 1985' selected. To the right of the dropdown are 'Edit' and 'New' buttons. A red arrow points from the '3 Peterbilt 1985' text to the 'Edit' button.

The **Vehicle Information** window opens.

4. Change the information for the vehicle as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.


A screenshot of the 'Vehicle Information' window. It has a title bar 'Vehicle Information' with a help icon (question mark in a blue circle) on the right. The form contains several input fields: 'Number' (3), 'Make' (Peterbilt), 'Year' (1985), 'VIN' (123676), 'Plate' (RJJ002), 'State' (TX), and 'Yard' (Select...). At the bottom are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points from the 'Update' button to the 'Delete' button.

To delete a Vehicle:

1. Click the **Company Data** button in the **Administrative Panel**.

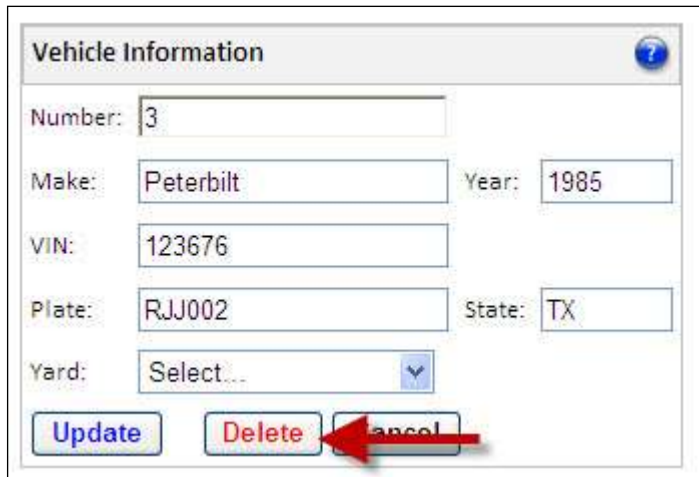


2. Choose the vehicle to be deleted from the dropdown list.
3. Click the **Edit** button to the right of *Vehicles*.

A screenshot of the 'Company Assets' window. It has a title bar 'Company Assets' and a sidebar on the left with icons and labels for 'Contacts', 'Addresses', 'Yards', 'Users', and 'Vehicles'. The 'Vehicles' section is selected. The main area shows a table with one row: '3 Peterbilt 1985'. To the right of this row are 'Edit' and 'New' buttons. A red arrow points from the '3 Peterbilt 1985' text to the 'Edit' button.

The **Vehicle Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.

A screenshot of the 'Vehicle Information' window. It has a title bar 'Vehicle Information' and a question mark icon. The form contains fields for 'Number' (3), 'Make' (Peterbilt), 'Year' (1985), 'VIN' (123676), 'Plate' (RJJ002), 'State' (TX), and 'Yard' (Select...). At the bottom are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points to the 'Delete' button.

The vehicle will be deleted.

BID ROUTE

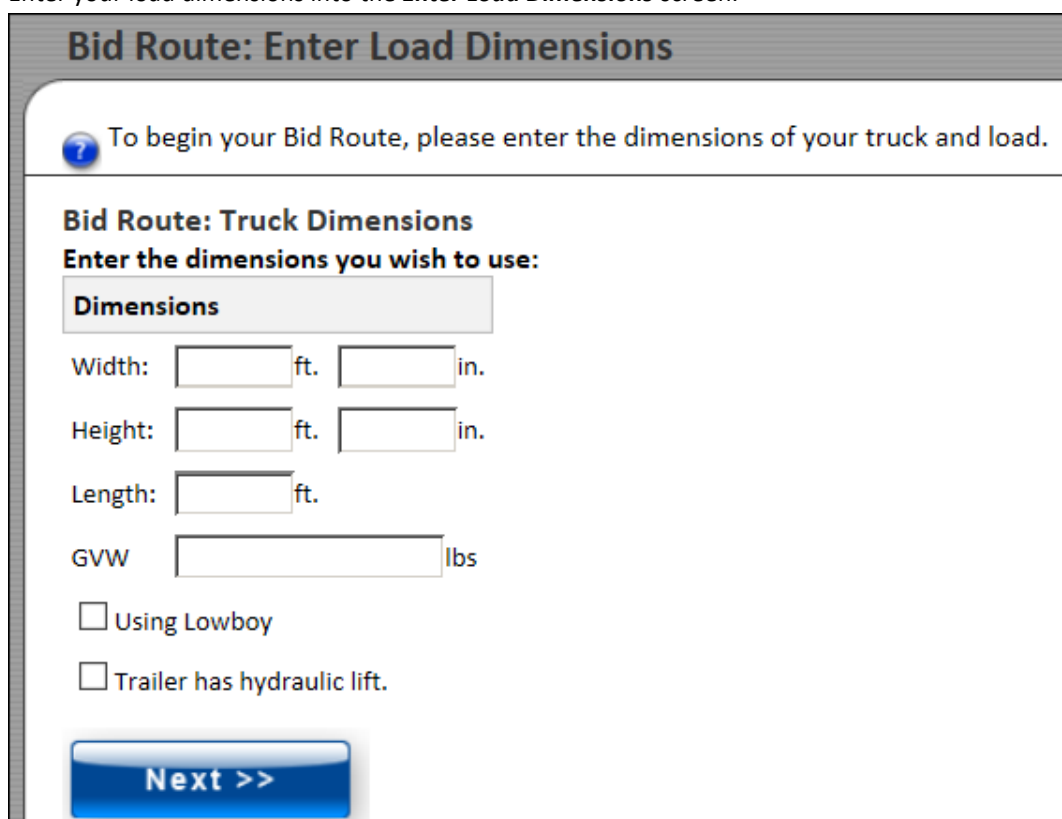
The *Bid Route* page will allow a user to enter a vehicle and its load dimensions to create a route without submitting a permit application to TxDMV. This feature is provided as a service for quoting loads. A valid permit and route will be required for travel. The supplied route cannot be guaranteed and should not be used on the date of travel. This tool is for quoting purposes only.

To use Bid Route:

1. Click the **Bid Route** button in the **Administrative Panel**.



2. Enter your load dimensions into the **Enter Load Dimensions** screen.

A screenshot of the "Bid Route: Enter Load Dimensions" web form. The form has a grey header bar with the title "Bid Route: Enter Load Dimensions". Below the header is a white box with a blue question mark icon and the text "To begin your Bid Route, please enter the dimensions of your truck and load." Below this is a section titled "Bid Route: Truck Dimensions" with the instruction "Enter the dimensions you wish to use:". Under this instruction is a grey box labeled "Dimensions". Below the box are four input fields: "Width: [] ft. [] in.", "Height: [] ft. [] in.", "Length: [] ft.", and "GVW [] lbs". Below these fields are two checkboxes: "Using Lowboy" and "Trailer has hydraulic lift.". At the bottom of the form is a blue button with the text "Next >>".

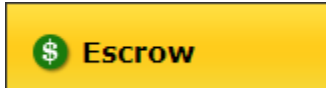
3. Click the **Next** button to continue.
4. The **Enter a Route** screen will be displayed. Proceed to enter a trip as described in the **Enter a Route** Screen on page 89.
5. Once your trip points are entered click the **Validate and Run** button and review your trip results.
6. If the trip needs to be revised, expand the **Enter a Route** screen to change the origin or destination points, or add in one or more via points.
7. Once satisfied with the trip results given for your quote, click the **Home** button above the map or the **Return to Dashboard** link to return to the **Customer Dashboard**.

ESCROW

The **Escrow** function in TxPROS allows you to track Escrow transactions and the balance of your escrow account at TxDMV, add money to your escrow account with a credit card, and run reports.

To view your escrow account activity:

1. Click the **Escrow** button in the **Administrative Panel**.



The Escrow Transaction Report page will be displayed. I left all figures because the login info I was given shows no escrow and can't generate report. Everything looks the same except the blue question marks are now in production.

Escrow			
Below is a list of recent Escrow transactions for your account.			
Escrow Transaction Report			
Report Date: 6/12/2011 5:56:21 PM			
Current Balance: \$18634			
Make Deposit with Credit Card...			
Generate Report...			
Transaction Date	Transaction Type	Transaction Amount	Balance
Fri Jun 10 11:19:20 CDT 2011	Permit	\$-120	\$18634
Thu Jun 9 14:07:14 CDT 2011	Credit	\$60	\$18754
Thu Jun 9 13:19:21 CDT 2011	Credit	\$60	\$18694
Thu Jun 9 07:38:13 CDT 2011	Permit	\$-120	\$18634
Wed Jun 8 15:30:53 CDT 2011	Permit	\$-60	\$18754
Wed Jun 8 12:54:35 CDT 2011	Permit	\$-60	\$18814
Tue Jun 7 15:20:31 CDT 2011	Permit	\$-120	\$18874
Tue Jun 7 07:00:31 CDT 2011	Permit	\$-60	\$18994
Tue Jun 7 06:34:10 CDT 2011	Permit	\$-120	\$19054
Mon Jun 6 13:24:56 CDT 2011	Permit	\$-60	\$19174

The Escrow Transaction List will show the last month's activity along with the current balance of the escrow account.

To view a printable PDF report of the escrow account activity:

1. Click the **Escrow** button in the **Administrative Panel**.
The Escrow Transaction Report page will be displayed.
2. Click the **Generate Report** link above the table.

Escrow Transaction Report
Report Date: 4/26/2011 12:08:50 PM
Current Balance: \$50
[Make Deposit with Credit Card...](#)
[Generate Report...](#) ←


3. Select the month and year of the report desired.

Generate Report...
Select Year: 2011 Select Month: May Generate Report

4. Click the **Generate Report** button.

ary Generate Report

A PDF is displayed allowing you to view your TxDMV Escrow account activity. This PDF can be viewed, saved or printed. 11111 Changed this because it has TxDOT in heading. The new report has no Escrow detail.

 Texas Department of Motor Vehicles
Rays test company

FOR INFORMATION CALL:
310-220-4011 or 1-800-531-7678

STATEMENT ISSUED
6/24/2014
STATEMENT PERIOD
9/1/2013 TO 9/30/2013
PAGE 1 of 1

OS/OW Permit Escrow: Account No. 260000

BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT		
\$0.00	0	\$0.00	0	\$0.00		\$0.00

DEPOSITS/CREDITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION	REFERENCE
------	--------	-------------	-------------	-----------

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION	REFERENCE
------	--------	-------------	-------------	-----------

DAILY BALANCE

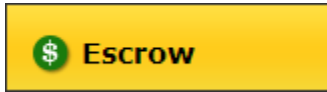
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
9/1/2013	\$0.00				

5. Close the PDF of the report to continue in the TxPROS application.

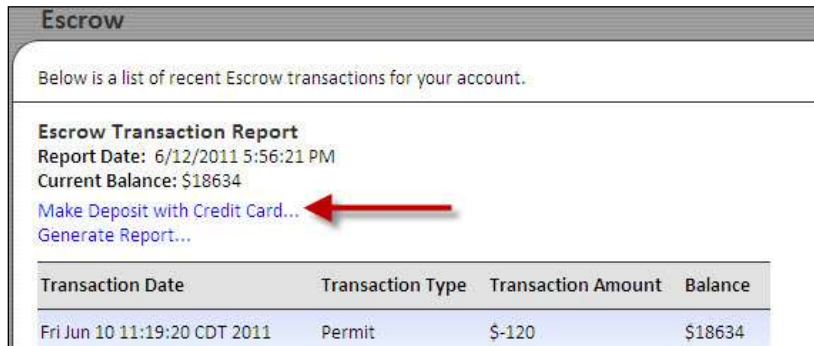
To add money to your escrow account with a credit card:

NOTE: The minimum amount that can be added to escrow with a credit card is \$300.00.

1. Click the **Escrow** button in the **Administrative Panel**.

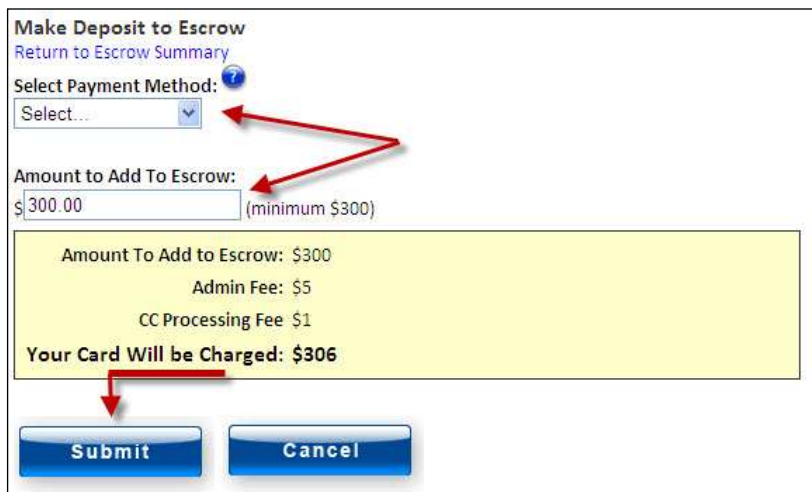


The *Escrow Transaction Report* page will be displayed.

The screenshot shows the "Escrow" page header. Below it, a message states: "Below is a list of recent Escrow transactions for your account." The main content area is titled "Escrow Transaction Report" and includes the following information: "Report Date: 6/12/2011 5:56:21 PM", "Current Balance: \$18634", and two links: "Make Deposit with Credit Card..." (highlighted with a red arrow) and "Generate Report...". Below this information is a table with four columns: "Transaction Date", "Transaction Type", "Transaction Amount", and "Balance". The table contains one row of data: "Fri Jun 10 11:19:20 CDT 2011", "Permit", "\$-120", and "\$18634".

Transaction Date	Transaction Type	Transaction Amount	Balance
Fri Jun 10 11:19:20 CDT 2011	Permit	\$-120	\$18634

2. Click the link **Make Deposit with Credit Card...** The *Make Deposit to Escrow* screen is opened.

The screenshot shows the "Make Deposit to Escrow" screen. At the top, there is a link "Return to Escrow Summary". Below it, the "Select Payment Method:" label is followed by a dropdown menu showing "Select...". A red arrow points to this dropdown. Below the dropdown is the "Amount to Add To Escrow:" label, followed by a text input field containing "\$300.00" and a note "(minimum \$300)". A red arrow points to the input field. Below the input field is a yellow box containing the following text: "Amount To Add to Escrow: \$300", "Admin Fee: \$5", "CC Processing Fee \$1", and "Your Card Will be Charged: \$306". A red arrow points to the "Submit" button at the bottom left of the screen. The "Cancel" button is located to the right of the "Submit" button.

Amount To Add to Escrow: \$300
Admin Fee: \$5
CC Processing Fee \$1
Your Card Will be Charged: \$306

3. Select the type of credit card to use for **Select Payment Method** and enter the **Amount to Add to Escrow**. Do not enter a dollar sign and use only a decimal point to divide the dollar and cents.
Ex: 300.00
4. Click **Submit** to process your credit card for a deposit to escrow or click **Cancel** to cancel the transaction.

Chapter 1 Welcome to TxPROS Online Customer Interface

If the transaction is successful, a **Deposit Successful** message will be displayed, and the money is deposited and available for use in your escrow account.



5. Click **Return to Escrow Summary** to return to the **Escrow** screen.
6. Click the **Home** button to return to the **Customer Dashboard**.

NOTE: The minimum amount that can be added to escrow with a credit card is \$300.00.

ESCROW 11111 I can't figure out how to make this blue!!!! ☹

The **Reports** function from the TxPROS **Customer Dashboard** allows you to run a journal report in different formats that will help you track your permitting activity.

To run a Customer Journal Report:

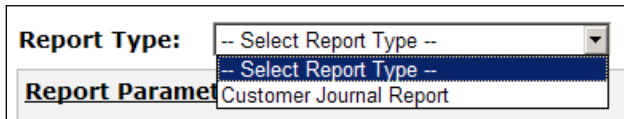
1. Click the **Reports** button on the **Administrative Panel**.



The Customer Permit Reports Page will be displayed.

A screenshot of the 'Customer Permit Reports' web page. The title bar says 'Customer Permit Reports'. Below it, a subtitle reads 'Run permit reports based on your parameter selections below. If you need assistance, see the help section or call 1.800.299.1700 and select options 1,5,2.' The main content area has a 'Permit Reports' header with a blue icon. Below this, there's a 'Report Type' dropdown menu set to '-- Select Report Type --'. To the right, there's a 'Format' section with radio buttons for 'PDF' (selected) and 'Excel'. Below these, there's a 'Report Parameters' section with three radio buttons: 'Issue Date' (selected), 'Start Date', and 'End Date'. Under 'Issue Date', there are two date input fields: 'Start Date' with the value '06/24/2014' and 'End Date' with the value '06/24/2014'. At the bottom right of the form is a blue 'Exit' button.


2. Choose the report type from the *Report Type* dropdown.



The screenshot shows a dropdown menu for 'Report Type'. The menu is open, displaying a list of options. The first two options are '-- Select Report Type --'. The third option, 'Customer Journal Report', is highlighted in blue. The label 'Report Type:' is to the left of the dropdown, and 'Report Parameter' is partially visible below it.

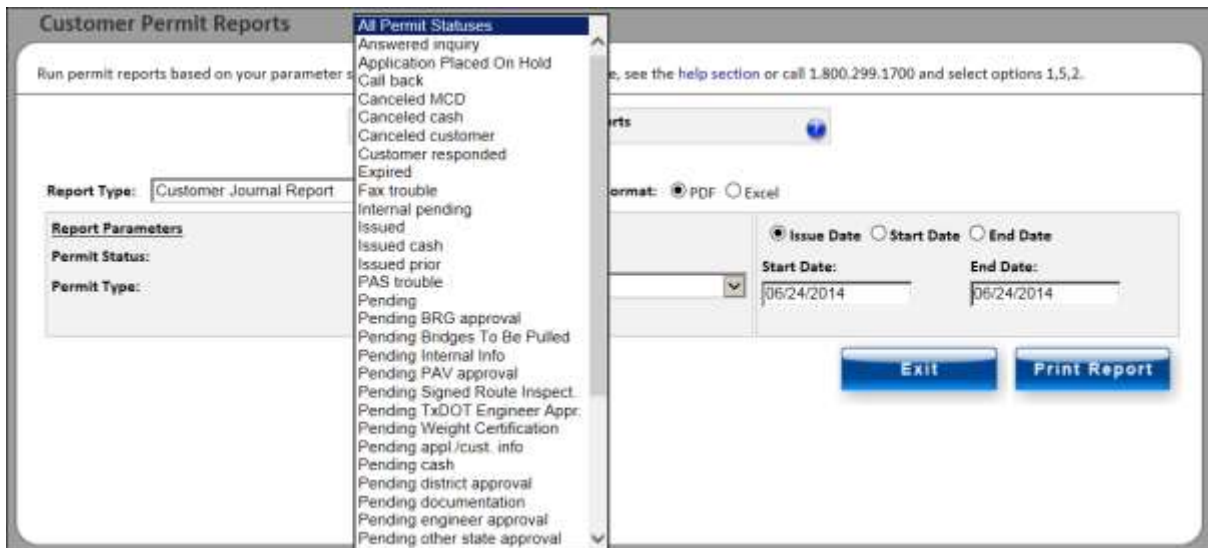
Once the particular report is chosen, the Report Parameters will appear.

3. Select a format type from the *Format* radio buttons.



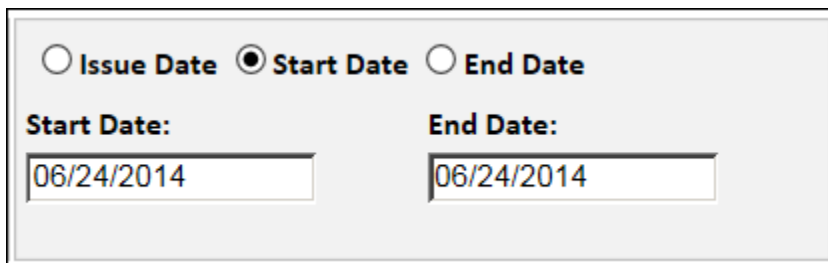
The screenshot shows the 'Format' section with two radio buttons: 'PDF' (which is selected) and 'Excel'.

4. Choose the permit status from the *Permit Status* dropdown menu to narrow your search criteria.



The screenshot shows the 'Customer Permit Reports' interface. On the left, there is a sidebar with 'Report Type' set to 'Customer Journal Report' and 'Permit Status' set to 'All Permit Statuses'. The 'Permit Status' dropdown is open, showing a long list of status options. On the right, there is a main form area with 'Format' set to 'PDF', 'Issue Date' selected, and 'Start Date' and 'End Date' both set to '06/24/2014'. There are 'Exit' and 'Print Report' buttons at the bottom right.

5. Select the desired date search format.



The screenshot shows a section for selecting the date search format. There are three radio buttons: 'Issue Date', 'Start Date' (which is selected), and 'End Date'. Below these are two text input fields: 'Start Date:' and 'End Date:', both containing the date '06/24/2014'.

- a. Select the desired date search format from the following options:
 - i. Issue Date
 - ii. Start Date
 - iii. End Date
 - b. Enter the starting date of the search into the *Start Date* field.
 - c. Enter the ending date of the search into the *End Date* field.
6. Click the **Print Report** button at the bottom right.



The screenshot shows a blue button with the text 'Print Report' in white.

The report will be displayed in the format requested. This report can be viewed, saved or printed.

TIME PERIOD ROUTE

The **Time Period Rte** function will allow for a TxDMV approved route to be generated for time based permits. These routes are only good for four days after the route has been generated.


To generate a time based route:

1. Click the **Time Period Rte** button in the **Administrative Panel**.



The Time Period Routes page will be displayed.

Time Period Routes

 To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route.

Time Period Routes: Dimensions

Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing.

Permit Number:

2. Enter the permit number for a time based permit assigned to your company and click the **Find** button. The dimensions that were saved to the permit during the order permit process are displayed in the dimension fields. The saved dimensions can be used, or you can enter dimensions that are less than the ones shown on the screen.

If you enter a permit number that is not a time based permit or a permit number for a company other than your own, the system will not find the permit.

Time Period Routes

To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route.

Time Period Routes: Dimensions

Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing.

Permit Number:

The dimensions for Permit are listed below. You may use the dimensions below, or you may edit the dimensions to be **smaller** if appropriate for your vehicle and load. If you need dimensions that are larger, you must order a **new permit**.

Dimensions

Width: ft. in.

Height: ft. in.

Length: ft.

GVW lbs

☐ Using Lowboy

3. Click the **Next** button.

The **Enter a Route** screen will be displayed.

The screenshot shows the 'Enter a Route' screen. At the top, there is a header 'Enter a Route' and a button '<< Back'. Below the header, there is a text box with the instruction 'Use the form to enter the route for this permit.' The main form is divided into two columns. The left column contains the 'Enter Trip' section, which includes fields for 'Origin' (Address, City, Zip) and 'Destination' (Address, City, Zip). Below these fields is a 'Via Points' dropdown menu set to 'None'. At the bottom of the left column is a 'Validate and Run' button. The right column contains the 'Enter Trip For This Permit' section, which includes a 'Load Saved Trip' dropdown menu and a 'Load Trip' button. Below these buttons is a text box with instructions: 'Use the form to the left to enter a trip that the truck(s) will use for this permit. You may optionally enter a trip to get to the load, split trips, and a trip to get back to the yard.' Below this text is a list of four location types: 'An address', 'The intersection of two streets', 'A latitude/longitude Pair', and 'Border crossings'. At the bottom of the right column is a text box with a note: 'The router will attempt generate a legal route for your truck based on the weight and load parameters you entered earlier. If you have trouble generating the route you need, please call 1.800.299.1700 and select options 1, 5, 2.' At the bottom of the form, there are four optional trip sections: 'Split Trip 1 (optional)', 'Split Trip 2 (optional)', 'Split Trip 3 (optional)', and 'Trip to Get Back To yard (optional)'. Each section has a checkbox and a 'Load Trip' button.

From this point routes can be generated as described on page 89.

After the trip has been calculated, it can be printed to be used with the permit. Click the **Print Route** link at the top of the **Results** screen to print.



A window will appear allowing you to print the route. The printed document will reference the permit number entered, and will only be valid for four days after the route was printed.



CHAPTER 2 ORDERING A PERMIT

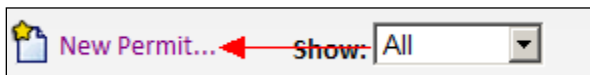
ORDERING A PERMIT

The TxPROS Customer Interface allows customers to create permit applications for OS/OW and temporary registration travel within the State of Texas. If the parameters of the load are within limits set by MCD, the permit can be self-issued by the customer. Permit applications exceeding these limits or applications that need assistance from the Permit Office will be submitted to the Permit Office for issuing.

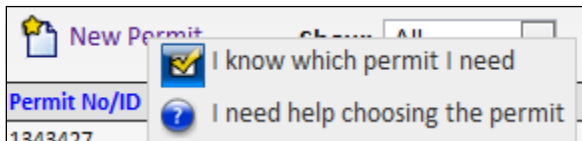
This chapter will deal mainly with applications that are self-issue. If a permit application exceeds the parameters envelope for self-issue, or if the customer would like assistance from the Permit Office, the application will be submitted to the Permit Office for review. The progress of this permit application can be tracked on the **Customer Dashboard** in the **Permits Panel**. More information regarding applications that are not self-issue is found in Chapters 3 and 4.

START A PERMIT ORDER APPLICATION:

1. Click the **New Permit** link at the top left of the **Permits Panel**.



2. If you know what type of permit you need choose **I know which permit I need**. Otherwise select **I need help choosing the permit**.




Choosing **I need help choosing a permit** will open the **Permit Wizard** which will ask you several questions designed to help you determine what permit best fits your needs for this load.

If you are ordering a permit for your company, the information entered and saved from the **Company Information** screen will be filled in for you on the *Order Permit* page.

If you are a wire service and the permit is being ordered for another company, enter the Customer Number for the company you are ordering the permit for.

3. Choose a primary and additional delivery method from the drop down menus. If the delivery method information does not populate, enter the necessary information. If the information does populate from your saved customer information but you want to change it for this permit, enter the updated information.
4. You may enter a Customer Reference for this permit. This is an optional field on the permit application that enables you to associate a permit to a particular job, job number, or some other internal tracking. This option is not required and has been provided as a service to MCD customers. If information is entered for the Customer Reference, you will be able to search on that information and generate a report for all permits associated to that reference. This reference will also print on the permit.



The screenshot displays a web form titled "Contact information to appear on permit(s) being ordered:". The form contains the following fields and values:

- Contact Name: Steve Jones
- Contact Phone: 512.123.1234
- Contact Email: jonestkg@txtrk.com
- Primary Delivery Method: Email (dropdown menu) with a help icon (?)
- Email Address: jonestkg@txtrk.com
- Additional Delivery Method: Fax (dropdown menu)
- Fax Number: 512.123.5678
- Customer Reference: Rig #4 (with a help icon ?)

FIGURE 15: CUSTOMER ORDER PERMIT SCREEN

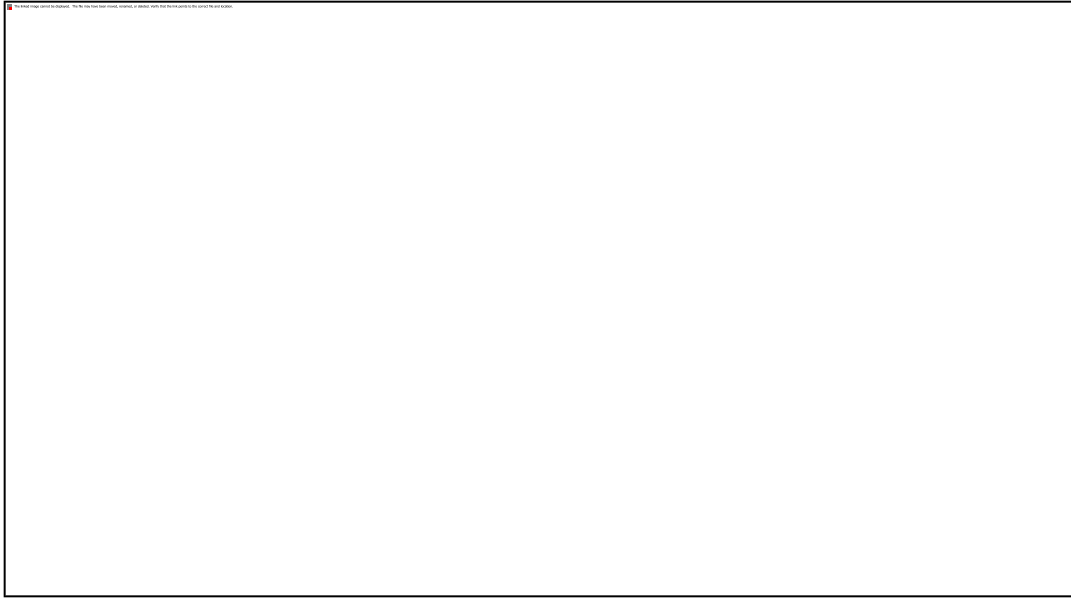
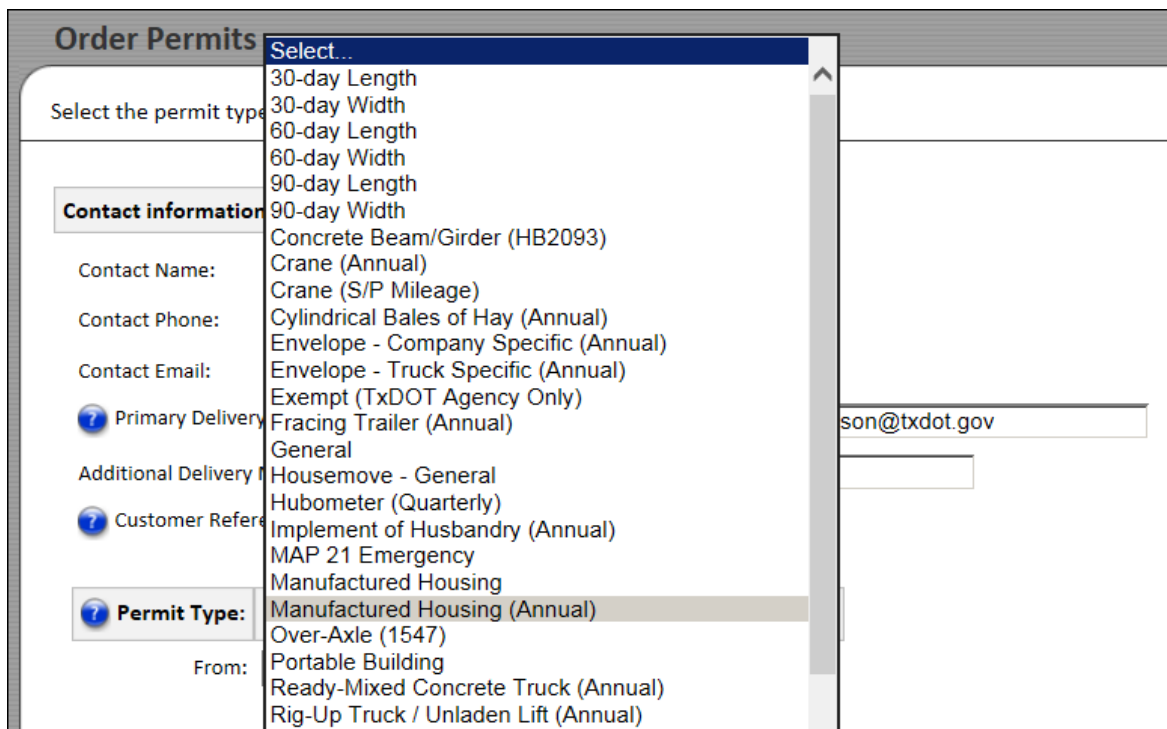


FIGURE 16: WIRE SERVICE ORDER PERMIT SCREEN

5. Select the type of permit that you need by choosing it from the **Permit Type** dropdown list.
*After choosing a permit type, the **Next** and **Cancel** buttons appear at the bottom.*



Order Permits

Select the permit type

Contact information

Contact Name:

Contact Phone:

Contact Email:

Primary Delivery

Additional Delivery

Customer Reference

Permit Type:

From:

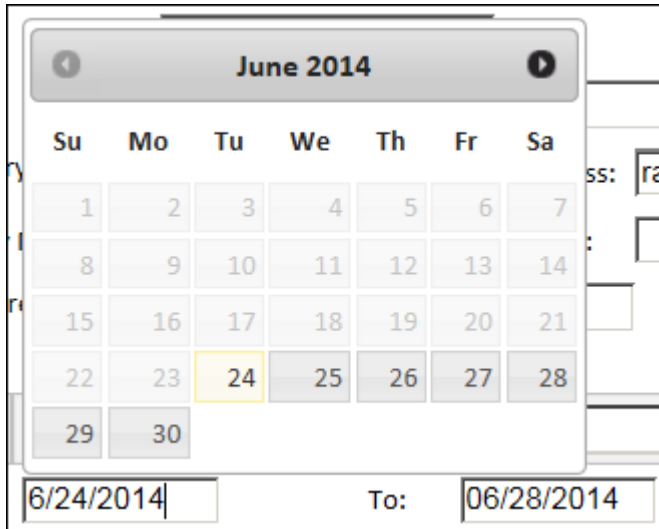
Select...

- 30-day Length
- 30-day Width
- 60-day Length
- 60-day Width
- 90-day Length
- 90-day Width
- Concrete Beam/Girder (HB2093)
- Crane (Annual)
- Crane (S/P Mileage)
- Cylindrical Bales of Hay (Annual)
- Envelope - Company Specific (Annual)
- Envelope - Truck Specific (Annual)
- Exempt (TxDOT Agency Only)
- Fracing Trailer (Annual)
- General
- Housemove - General
- Hubometer (Quarterly)
- Implement of Husbandry (Annual)
- MAP 21 Emergency
- Manufactured Housing
- Manufactured Housing (Annual)
- Over-Axle (1547)
- Portable Building
- Ready-Mixed Concrete Truck (Annual)
- Rig-Up Truck / Unladen Lift (Annual)

son@txdot.gov

6. Enter the start date for the permit by clicking in the **From** box and choosing a date from the calendar.

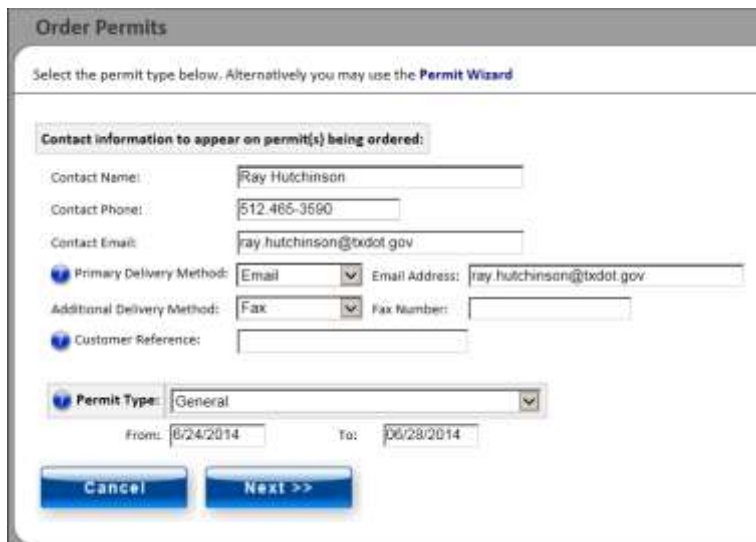
The start date cannot be earlier than today and is limited by the permit type as to how many days in advance it can be ordered.



The image shows a calendar interface for June 2014. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates 1 through 30 are arranged in a grid. The date 24 is highlighted with a yellow border. Below the calendar, there are two input fields: 'From: 6/24/2014' and 'To: 06/28/2014'.

The End Date will be automatically populated for you based on the particular permit that you requested. If fewer days are preferred, select an end date.

7. Click the **Next** button to proceed with the permit or **Cancel** to cancel this permit application.



The image shows the 'Order Permits' form. At the top, it says 'Select the permit type below. Alternatively you may use the [Permit Wizard](#)'. Below this is a section for 'Contact information to appear on permit(s) being ordered:' with fields for Contact Name (Ray Hutchinson), Contact Phone (512-465-3590), and Contact Email (ray.hutchinson@txdot.gov). There are also fields for Primary Delivery Method (Email), Email Address (ray.hutchinson@txdot.gov), Additional Delivery Method (Fax), and Fax Number. A Customer Reference field is also present. Below these is a 'Permit Type' dropdown menu set to 'General'. At the bottom, there are 'From' and 'To' date fields showing 6/24/2014 and 06/28/2014 respectively. At the very bottom are two buttons: 'Cancel' and 'Next >>'.

- Choose the Operating Authority information by selecting the Operating Authority you will use for this permit. Operating Authority options will be different based on the particular permit selected. If an Operating Authority is not required for the permit type selected, this screen will not be shown.

*Some Operating Authority values can be predefined by entering the USDOT and MCR numbers into the **Company Data** screen. See page 33.*

Operating Authority

To process the permits you are requesting, we need to collect information about your operating authority.

Please select your operating authority.

☒ I attest I have a current Texas MCR number. Texas MCR Number

☐ I attest I am UCR registered with current insurance. US DOT Number

No bond on file.

<< Back Next >> Save and Exit Cancel

- Click the **Next** button to proceed with the order process, the **Save and Exit** button to save your progress and resume the application later as described on page 18, or the **Cancel** button to cancel the permit application.

ENTER VEHICLE AND LOAD INFORMATION:

- Enter information about your load in the **Vehicle and Load Information** screen.

*If you have already saved a Vehicle in the **Company Data** screen as described on page 33, you can choose that vehicle from the dropdown list. It will auto-populate the known information about the vehicle into the form.*

*If the unit you are entering is not in your unit list in the **Company Data** screen, the program will ask you if it should add the unit to the list. If you choose **OK** the unit will appear in the unit list and will be available in the future when ordering a permit. A unit number must be entered to save in the unit list.*

Note: For optimal routing, enter exact load dimensions.

Order Permits

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

If ordering for a wire service, select wire service company:

Select... ▼

Select customer for whom you are ordering permit(s):

? Search By:

Number ▼

Dozer

☐ Match middle

Contact information to appear on permit(s) being ordered:

? Permit Request Source:

Select... ▼

Contact Name:

Contact Phone:

Contact Email:

? Primary Delivery Method:

Select... ▼

FIGURE 17: VEHICLE AND LOAD INFORMATION SCREEN

TABLE 5: SET VEHICLE AND LOAD INFORMATION



Element	Function		Required?
Vehicle	Information for the vehicle that will be on the permit		
	Add vehicle Button 	Create another permit for another vehicle on this application. All vehicle and load descriptions and dimensions and the permit dates must be the same for each vehicle to use this option.	No
	Delete Vehicle Button 	Delete a permit request for additional vehicle on this application	No
	Vehicle Inventory	List of saved vehicles and trailers in the customer's TxPROS account	No
	Rig/Unit Number	Unit number of the vehicle on the permit	No

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
	Year	Model year of the vehicle on the permit	Yes
	Make	Manufacturer of the vehicle on the permit	Yes
	VIN	Vehicle Identification Number of the vehicle on the permit	Yes
	License	License number of the vehicle on the permit	Yes
	State	State that issued the license for the vehicle on the permit	Yes
	Order Temporary Registration	Select this check box if a temporary registration permit is requested.	No
	Temp Registration	Select the time period for the temporary registration. The time period can be different if ordering temporary registration for 2 vehicles.	Yes if temporary registration is ordered
	Start Date	Select the start date for the temporary registration	Yes if temporary registration is ordered
	Start Time	Select the start time for the temporary registration	Yes if temporary registration is ordered
	Unladen	Click this check box if the vehicle and/or trailer are unladen when traveling under this permit. Note: Certain temporary registrations are unavailable if the vehicle and/or trailer are laden.	Yes if temporary registration is ordered

TABLE 5: SET VEHICLE AND LOAD INFORMATION


Element	Function		Required?
	Add Trailer Button 	Add a line to enter trailer information for the permit	No
Trailer	Information for the trailer that will be on the permit. Trailers are not required to be entered for all permits types. Some permits will not allow a trailer to be entered, some will require having one entered, while others will allow a trailer to be entered at the user's discretion.		
	Vehicle Inventory	List of saved vehicles and trailers in the customer's TxPROS account	No
	Rig/Unit Number	Unit number of the trailer on the permit	No
	Year	Model year of the trailer on the permit	Yes
	Make	Manufacturer of the trailer on the permit	Yes
	VIN	Vehicle Identification Number of the trailer on the permit	Yes
	License	License number of the trailer on the permit	Yes
	State	State that issued the license for the trailer on the permit	Yes
	Order Temporary Registration	Select this check box if a temporary registration permit is requested.	No
	Start Date	Select the start date for the temporary registration	Yes if temporary registration is ordered
	Start Time	Select the start time for the temporary registration	Yes if temporary registration is ordered

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
	Unladen	Click this check box if the trailer is unladen when traveling under this permit. Note: Certain temporary registrations are unavailable if the trailer is laden.	Yes if temporary registration is ordered
Industry	An appropriate industry for the items being hauled must be selected from this dropdown box.		Yes
Load Description	A brief description of the load being hauled		Yes
I attest that the load is non-divisible	By checking this option you confirm that the load being hauled cannot be broken down further or disassembled as per TxDMV rules. If the load IS divisible then the legally stacked option must be confirmed.		Yes
I attest that hauling multiple items does not create an additional over-dimension	This checkbox confirms to TxDMV that the load is legally loaded per TxDMV rules.		Yes
<div>Load Measurements</div> <div>All measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.TxDMV.gov/business/motor_carrier/overweight_permit/weight_limits.htm 11111 This link no longer works.</div>			
The fields in this section are related to describing the dimensions of the load.			
Load Parameter	Dimension values of the load		
	Loaded Width	Greatest width of the vehicle and load	
	Loaded Height	Greatest height of the vehicle and load	
	Loaded Length	Length of the vehicle and load	
	Trailer Length	Length of the trailer	

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
	Loaded Front o/Hang	Length of the load extending beyond the foremost point of the vehicle	
	Loaded Rear o/Hang	Length of the load extending beyond the rearmost point of the vehicle	
	Trailer has less than 18" ground clearance	Select yes or no stating if you have a lowboy type trailer which is a trailer with less than 18 inches of ground clearance.	
	Trailer has hydraulic lift	This checkbox will mark the lowboy trailer as having hydraulics.	
	Loaded Weight	Gross weight of the vehicle and load. Set automatically by the Enter Weights button (see Figure 18).	
	Feet	Number of complete feet and inches of each load parameter.	Yes
	Inches	<p>Note 1: The Inches value should be rounded up. For example, if the Load Width is 13 feet, 7.5 inches, then enter the Feet value of 13, and the Inches value of 8. In situations where inches is not required, round up to next whole foot when it exceeds 6".</p> <p>Note 2: This value is not applicable to the Loaded Weight parameter.</p>	
Enter Weights	Enter the axle weights for the vehicle and load. This feature IS required if any axle or gross vehicle weight exceeds legal. See Axle Weights Screen on page 70.		No
Add New Load	Add a second vehicle/load parameter box that can be filled out separately to order two or more permits of the same type at the same time. This would be used for a Rig Move.		No
Back	Return to the previous screen		
Next	Continue to the next screen		

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function	Required?
Save and Exit	Save the permit and load information and exit without submitting the permit application to TxDMV. This application can be resumed at a later time as described on page 18.	
Cancel	Cancel a permit application	

- Click the **Enter Weights** button to enter the appropriate axle weights and spacings if the loaded weight exceeds legal, axle, or gross weight limits.

Set Axle Weights

Enter spacing and weight information for each axle.

Number of Axles: Gauge: ☒ Lane: ☒
Steerable: ☒

Total Spacing: 59' 0" Total Weight: 118000

Axle	Spacing	Weight	# Tires	Tread Width	Gauge	Lane	Steer
1		12000	2	11	<input type="checkbox"/>	Center	Steerable
2	15	23000	4	11	<input type="checkbox"/>	Center	Fixed
3	4	23000	4	11	<input type="checkbox"/>	Center	Fixed
4	30	20000	4	11	<input type="checkbox"/>	Center	Fixed
5	5	20000	4	11	<input type="checkbox"/>	Center	Fixed
6	5	20000	4	11	<input type="checkbox"/>	Center	Fixed

For optimal routing, enter exact weights.

Display Configuration: ☒ Side ☐ Top

Validate Weights and Close Cancel (Clears all axles.)

FIGURE 18: AXLE WEIGHTS SCREEN

TABLE 6: SET AXLE WEIGHTS

Element	Function
Number of Axles	Total amount of axles for the load and power unit
Gauge	Show or hide the axle Gauge column. This option should be selected (shown) when gauge information is required.
Lane	Show or hide the Lane column. This option should be selected (shown) when lane information is required.
Steerable	Show or hide the Steerable dropdown list for each axle. This option should be selected (shown) if you have a steering or articulated axle other than the first axle.
Total Spacing	Total axle spacing for the vehicle and the load. This is an informative feature that is auto-updated as you enter axles.
Total Weight	Total weight for the vehicle and the load. This is an informative feature that is auto-updated as your enter weights.
Axle	The order of the axles from the steering axle backwards OR From the first axle in a trailer backwards 11111 please refer to TxDMV notes. I don't understand what she wants.
Spacing Feet	According to TxDMV regulations, this is the measurement in feet between center of hub to center of hub of each axle in the equipment set up beginning with the steering axle.
Weight	The weight carried by the current axle Note: The weight measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.TxDmv.gov/business/motor_carrier/overweight_permit/weight_limits.htm 11111 link no longer works
# Tires	Number of tires on the current axle
Tread Width	Tread width of the tires on the current axle as measured according to TxDMV regulations
Gauge (Column)	Gauge is from the center point of the outmost tire to the center of the opposite outmost tire covering the length of the axle.
Lane (Column)	Indicate the Lane the axle is in using the following table.

TABLE 6: SET AXLE WEIGHTS


Element	Function
Steer (Column)	Indicate if the axle is steerable, articulating, or fixed.
Display Configuration	Displays the axle configuration in a diagram with a side or top view: 
Validate Weights & Close	Once weights are entered this validates that the axle weights and spacings are legal and closes the window.
Cancel (Clears all axles)	Clears all axle information for this permit application

FIGURE 19: AXLE CONFIGURATION

3. Enter information about the axle spacings and axle weights of your load.
4. Click Display Configuration to view a side or top view diagram of the axle configuration to confirm settings. Make changes if necessary.
5. Click **Validate Weights and Close**.
6. Click the **Next** button to continue.



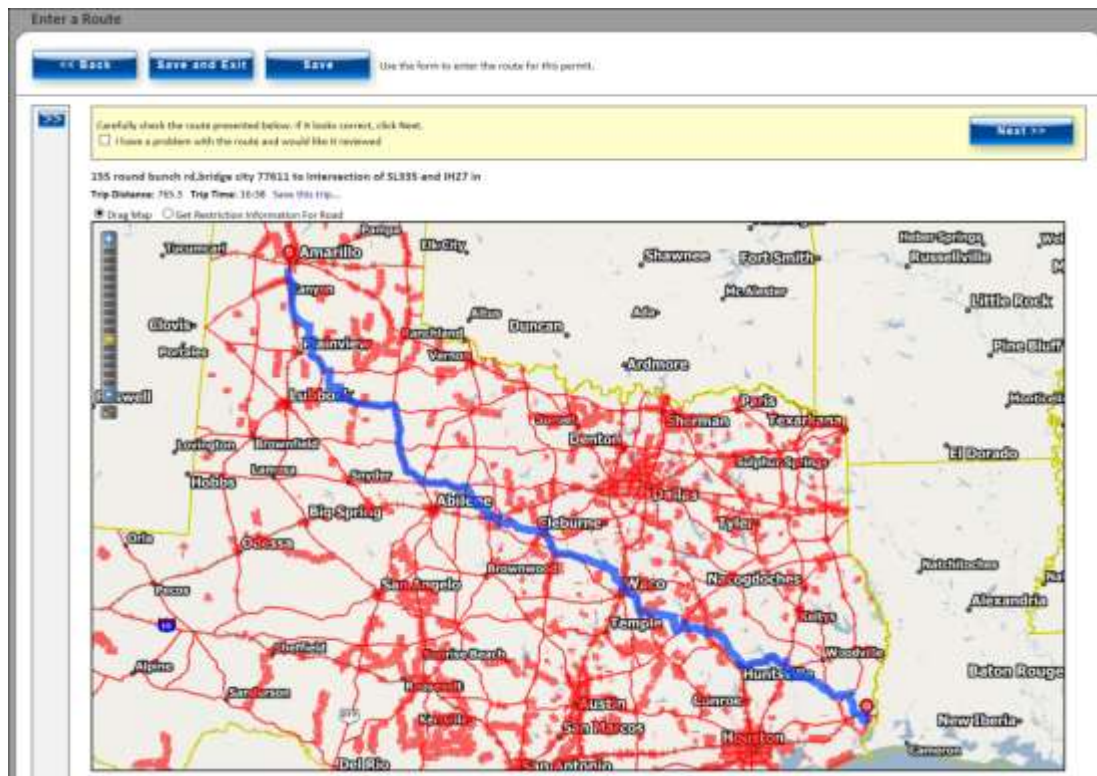
*If you do not want to continue with the permit you can click the **Save and Exit** button and return to the **Company Dashboard**. This permit application can be resumed at a later time as described on page.*

1. Choose your origins and destinations to be any combination of specific addresses, intersections, border crossing, and latitude/longitude of a location selected on the map.

Note: Each of these multiple routes can be simple point-to-point, routed through via points, or routed over specified roadways. For example, you can generate one leg of a split trip as simple point-to-point, and select the origin by an intersection and the destination by its address. Another leg could stipulate that it will travel over specified roadways. The origin could be a border crossing and the destination could be selected by clicking on the map. An Empty Load permit route could be generated at the beginning and end of the trip route.

2. When you have made all your routing selections, click **Validate and Run**.

*The Trip Results page is displayed (see **Trip Results** Screen on page 115.)*



*If the system requires additional information to generate the route or if it cannot generate a route based on the information provided, the **Validate Locations** area gives you the opportunity to provide more information or to expand the **Enter Trip** box to modify your route details.*

*When the system has collected sufficient information to generate a route, the **Trip Results** page displays the route and additional information about the route.*

Note: If a change is needed in the route, click  not . 11111 change by TxDMV. Is this ok?

3. Once the trip looks satisfactory click the **Next** button on the top-right of the map.

The **Order Permits** screen will show how much the permit you are ordering will cost as well as your route summary directions.

Order Permits

Rays test company
The form below summarizes the permit fee information. Permit ID: 4704508

Permits	Unit/Rtg #	Permit Fee	Weight Fee	Admin Fee	County Fee	Mileage Fee	Total
General	22	\$90.00	\$270.00	\$0.00	\$0.00	\$0.00	\$360.00
Total		\$90.00	\$270.00	\$0.00	\$0.00	\$0.00	\$360.00

Route Directions

```
-->101 round route rd, bridge city 77411<--FM1442 w (CHASHERFIELD), FM402 n, FM105 w, FM1442 n, IH105W w, S I-10 W/US-90 W, IH10 Ramp w, IH10 w, S FM-105 VIDON (to VIDON), IH10 Ramp w, IH105W w, IH10 w, FM105 n (to EVADALE), US90RTP w, US90 Ramp w, US90 w, US90 n, US90 w (to HILSBREE), US90 Ramp w, US90RTP w, US90 w, FM105 n (to ROUNTREE), US90 w (to VILLAGE MILLS), FM105 w, FM402 n (to ACE), FM105 w (to LEGGETT), US90 n, S US-90 N, US90 Ramp w, US90 w, US90 w, S US-190 LIVINGSTON & MONTVILLE, US90 Ramp w, US90RTP w, US90 w, FM105 Ramp n, FM105 n, FM105 Ramp n, FM221 w, FM221 n, FM221 w, FM221 n, FM221 w, FM221 n (to NORMANSEE), FM221 w (to FLYNN), FM221 w (to HILLTOP LARSEN), FM221 w (to MARQUESS), US90 w (to EASTENLY), FM221 w, FM221 n (to MARQUESS), FM221 w (to MARLIN), US90RTP w, US90 Ramp n, US90 n, S TX-340 LOOP N BELLEMEAD (to BELLEMEAD), US90 Ramp w, US90RTP w, US90 w (to LACT-LARVIEW), FM221 w, FM221 n (to LAGUNA PARK), FM221 w, FM221 w, FM221 w (to WALNUT SPRINGS), US90 w (to CLARKETTE), US90 w (to STEPHENVILLE), FM221 w (to
```

Number of notes for this permit: 0
Number of documents for this permit: 0

<< Back **Save and Exit** **Cancel** **Payment**

- Review the cost, route directions, and view any notes regarding this application. Click the **Permit Notes** button in the Navigation Bar to review these notes.
- If there are any documents that need to be attached, click **Permit Documents** and add a PDF of the document you would like included with the permit application.
- Click **Save and Exit** to resume the permit application at a later time or click **Payment** to continue to the payment page or click **Cancel** to cancel the permit application.
- If you clicked **Payment**, select the payment method to purchase the permit. If Cash is selected you must also identify which location you will pay for and pick up your permit.

NOTE: Cash permits cannot be accessed by the customer until paid for at the selected location. If you need to change your cash permit payment location, you must contact MCD.

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Total Permit Fee(s): \$360.00 for 1 Permit(s)

Select Payment Method:

American Express
Cash
Discover
Escrow
MasterCard
PAC
Visa

Total Permit Fee(s): \$360.00 for 1 Permit(s)

Press submit only once.

8. Once the payment is processed, you will get a "Permit Submission Successful" message. Click the Permit listed in the Permit Number column to print a copy of your permit and driving directions. You can also click **Return to the dashboard** and locate this permit on the **Permits Panel** and print the permit. You can **Order another permit** from this screen or from the **Customer Dashboard**.

Permit Submission Successful!

Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

Permits Submitted

Permit ID	Permit Number
1852725	110531852725

PERMIT ENQUEUED:

When you order a permit that is not self-issue, the system will allow you to go through the permit application process from start to finish including gathering information for your payment once the application is complete. Instead of the Payment Successful message, you will be notified that your permit is in enqueued or that it has been placed in a permit office queue for processing. Your application will have a **Permit ID** as a reference number. You will not have a **Permit Number** and your payment will not be processed until your permit is issued.

Permits Enqueued: Permit type not self issue	
Permit ID	Permit Number
1967083	

Permits that are enqueued can be found on your **Customer Dashboard** listed by the **Permit ID**.

OTHER PERMIT ENTRY SCREENS

The TxPROS system will display other application screens depending on the permit type.

- Certain permit types require special data items to be provided for the permit. Manufactured Housing is an example of such a permit. These items are entered using the **Special Items** screen. Each **Special Items** screen will be different based on the information needed. Hover over the question marks for additional information for each field.

Special Items for all permits.
Manufactured house and locations information

Item	Value
Manufactured house year	2011
Manufactured house make	Fleetwood
Owner's name	
Starting county	Orange
Starting address including city and state and zip	
Ending county	Brooks
Ending address including city and state and zip	

Special items for individual permits.

Item	Value
Permit ID: 4806706 Manufactured House	
HUD or serial number	

<< Back

Next >>

Save and Exit

Cancel

- Permits such as the 1547 permit require the user to select the counties to include on the permit. The counties are selected using the **County Information** screen. 11111 again, can't find permit 1547 in production.

County Information

The permits you selected are for operation in certain counties. Select the desired counties below:

Select Counties [Select All](#) [Unselect All](#)

<input checked="" type="checkbox"/> Anderson	<input checked="" type="checkbox"/> Collingsworth	<input checked="" type="checkbox"/> Glasscock	<input checked="" type="checkbox"/> Kaufman	<input checked="" type="checkbox"/> Moore	<input checked="" type="checkbox"/> Somervell
<input checked="" type="checkbox"/> Andrews	<input checked="" type="checkbox"/> Colorado	<input checked="" type="checkbox"/> Goliad	<input checked="" type="checkbox"/> Kendall	<input checked="" type="checkbox"/> Morris	<input checked="" type="checkbox"/> Starr
<input checked="" type="checkbox"/> Angelina	<input checked="" type="checkbox"/> Comal	<input checked="" type="checkbox"/> Gonzales	<input checked="" type="checkbox"/> Kennedy	<input checked="" type="checkbox"/> Motley	<input checked="" type="checkbox"/> Stephens
<input checked="" type="checkbox"/> Aransas	<input checked="" type="checkbox"/> Comanche	<input checked="" type="checkbox"/> Gray	<input checked="" type="checkbox"/> Kent	<input checked="" type="checkbox"/> Nacogdoches	<input checked="" type="checkbox"/> Sterling
<input checked="" type="checkbox"/> Archer	<input checked="" type="checkbox"/> Concho	<input checked="" type="checkbox"/> Grayson	<input checked="" type="checkbox"/> Kerr	<input checked="" type="checkbox"/> Navarro	<input checked="" type="checkbox"/> Stonewall
<input checked="" type="checkbox"/> Armstrong	<input checked="" type="checkbox"/> Cooke	<input checked="" type="checkbox"/> Gregg	<input checked="" type="checkbox"/> Kimble	<input checked="" type="checkbox"/> Newton	<input checked="" type="checkbox"/> Sutton
<input checked="" type="checkbox"/> Atascosa	<input checked="" type="checkbox"/> Coryell	<input checked="" type="checkbox"/> Grimes	<input checked="" type="checkbox"/> King	<input checked="" type="checkbox"/> Nolan	<input checked="" type="checkbox"/> Swisher
<input checked="" type="checkbox"/> Austin	<input checked="" type="checkbox"/> Cottle	<input checked="" type="checkbox"/> Guadalupe	<input checked="" type="checkbox"/> Kinney	<input checked="" type="checkbox"/> Nueces	<input checked="" type="checkbox"/> Tarrant
<input checked="" type="checkbox"/> Bailey	<input checked="" type="checkbox"/> Crane	<input checked="" type="checkbox"/> Hale	<input checked="" type="checkbox"/> Kleberg	<input checked="" type="checkbox"/> Ochiltree	<input checked="" type="checkbox"/> Taylor
<input checked="" type="checkbox"/> Bandera	<input checked="" type="checkbox"/> Crockett	<input checked="" type="checkbox"/> Hall	<input checked="" type="checkbox"/> Knox	<input checked="" type="checkbox"/> Oldham	<input checked="" type="checkbox"/> Terrell
<input checked="" type="checkbox"/> Bastrop	<input checked="" type="checkbox"/> Crosby	<input checked="" type="checkbox"/> Hamilton	<input checked="" type="checkbox"/> LaSalle	<input checked="" type="checkbox"/> Orange	<input checked="" type="checkbox"/> Terry
<input checked="" type="checkbox"/> Baylor	<input checked="" type="checkbox"/> Culberson	<input checked="" type="checkbox"/> Hansford	<input checked="" type="checkbox"/> Lamar	<input checked="" type="checkbox"/> Palo Pinto	<input checked="" type="checkbox"/> Throckmorton
<input checked="" type="checkbox"/> Bee	<input checked="" type="checkbox"/> Dallam	<input checked="" type="checkbox"/> Hardeman	<input checked="" type="checkbox"/> Lamb	<input checked="" type="checkbox"/> Panola	<input checked="" type="checkbox"/> Titus
<input checked="" type="checkbox"/> Bell	<input checked="" type="checkbox"/> Dallas	<input checked="" type="checkbox"/> Hardin	<input checked="" type="checkbox"/> Lampasas	<input checked="" type="checkbox"/> Parker	<input checked="" type="checkbox"/> Tom Green
<input checked="" type="checkbox"/> Bexar	<input checked="" type="checkbox"/> Dawson	<input checked="" type="checkbox"/> Harris	<input checked="" type="checkbox"/> Levaca	<input checked="" type="checkbox"/> Parmer	<input checked="" type="checkbox"/> Travis
<input checked="" type="checkbox"/> Blanco	<input checked="" type="checkbox"/> DeWitt	<input checked="" type="checkbox"/> Harrison	<input checked="" type="checkbox"/> Lee	<input checked="" type="checkbox"/> Pecos	<input checked="" type="checkbox"/> Trinity
<input checked="" type="checkbox"/> Borden	<input checked="" type="checkbox"/> Deaf Smith	<input checked="" type="checkbox"/> Hartley	<input checked="" type="checkbox"/> Leon	<input checked="" type="checkbox"/> Polk	<input checked="" type="checkbox"/> Tyler
<input checked="" type="checkbox"/> Bosque	<input checked="" type="checkbox"/> Delta	<input checked="" type="checkbox"/> Haskell	<input checked="" type="checkbox"/> Liberty	<input checked="" type="checkbox"/> Potter	<input checked="" type="checkbox"/> Upshur
<input checked="" type="checkbox"/> Bowie	<input checked="" type="checkbox"/> Denton	<input checked="" type="checkbox"/> Hays	<input checked="" type="checkbox"/> Limestone	<input checked="" type="checkbox"/> Presidio	<input checked="" type="checkbox"/> Upton
<input checked="" type="checkbox"/> Brazoria	<input checked="" type="checkbox"/> Dickens	<input checked="" type="checkbox"/> Hemphill	<input checked="" type="checkbox"/> Lipscomb	<input checked="" type="checkbox"/> Rains	<input checked="" type="checkbox"/> Uvalde
<input checked="" type="checkbox"/> Brazos	<input checked="" type="checkbox"/> Dimmit	<input checked="" type="checkbox"/> Henderson	<input checked="" type="checkbox"/> Live Oak	<input checked="" type="checkbox"/> Randall	<input checked="" type="checkbox"/> Val Verde
<input checked="" type="checkbox"/> Brewster	<input checked="" type="checkbox"/> Donley	<input checked="" type="checkbox"/> Hidalgo	<input checked="" type="checkbox"/> Llano	<input checked="" type="checkbox"/> Reagan	<input checked="" type="checkbox"/> Van Zandt
<input checked="" type="checkbox"/> Briscoe	<input checked="" type="checkbox"/> Duval	<input checked="" type="checkbox"/> Hill	<input checked="" type="checkbox"/> Loving	<input checked="" type="checkbox"/> Real	<input checked="" type="checkbox"/> Victoria
<input checked="" type="checkbox"/> Brooks	<input checked="" type="checkbox"/> Eastland	<input checked="" type="checkbox"/> Hockley	<input checked="" type="checkbox"/> Lubbock	<input checked="" type="checkbox"/> Red River	<input checked="" type="checkbox"/> Walker
<input checked="" type="checkbox"/> Brown	<input checked="" type="checkbox"/> Ector	<input checked="" type="checkbox"/> Hood	<input checked="" type="checkbox"/> Lynn	<input checked="" type="checkbox"/> Reeves	<input checked="" type="checkbox"/> Waller
<input checked="" type="checkbox"/> Burleson	<input checked="" type="checkbox"/> Edwards	<input checked="" type="checkbox"/> Hopkins	<input checked="" type="checkbox"/> Madison	<input checked="" type="checkbox"/> Refugio	<input checked="" type="checkbox"/> Ward
<input checked="" type="checkbox"/> Burnet	<input checked="" type="checkbox"/> El Paso	<input checked="" type="checkbox"/> Houston	<input checked="" type="checkbox"/> Marion	<input checked="" type="checkbox"/> Roberts	<input checked="" type="checkbox"/> Washington
<input checked="" type="checkbox"/> Caldwell	<input checked="" type="checkbox"/> Ellis	<input checked="" type="checkbox"/> Howard	<input checked="" type="checkbox"/> Martin	<input checked="" type="checkbox"/> Robertson	<input checked="" type="checkbox"/> Webb
<input checked="" type="checkbox"/> Calhoun	<input checked="" type="checkbox"/> Erath	<input checked="" type="checkbox"/> Hudspeth	<input checked="" type="checkbox"/> Mason	<input checked="" type="checkbox"/> Rockwall	<input checked="" type="checkbox"/> Wharton
<input checked="" type="checkbox"/> Callahan	<input checked="" type="checkbox"/> Falls	<input checked="" type="checkbox"/> Hunt	<input checked="" type="checkbox"/> Matagorda	<input checked="" type="checkbox"/> Runnels	<input checked="" type="checkbox"/> Wheeler
<input checked="" type="checkbox"/> Cameron	<input checked="" type="checkbox"/> Fannin	<input checked="" type="checkbox"/> Hutchinson	<input checked="" type="checkbox"/> Maverick	<input checked="" type="checkbox"/> Rusk	<input checked="" type="checkbox"/> Wichita
<input checked="" type="checkbox"/> Camp	<input checked="" type="checkbox"/> Fayette	<input checked="" type="checkbox"/> Irion	<input checked="" type="checkbox"/> McCulloch	<input checked="" type="checkbox"/> Sabine	<input checked="" type="checkbox"/> Wilbarger
<input checked="" type="checkbox"/> Carson	<input checked="" type="checkbox"/> Fisher	<input checked="" type="checkbox"/> Jack	<input checked="" type="checkbox"/> McLennan	<input checked="" type="checkbox"/> San Augustine	<input checked="" type="checkbox"/> Willacy
<input checked="" type="checkbox"/> Cass	<input checked="" type="checkbox"/> Floyd	<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> McMullen	<input checked="" type="checkbox"/> San Jacinto	<input checked="" type="checkbox"/> Williamson
<input checked="" type="checkbox"/> Castro	<input checked="" type="checkbox"/> Foard	<input checked="" type="checkbox"/> Jasper	<input checked="" type="checkbox"/> Medina	<input checked="" type="checkbox"/> San Patricio	<input checked="" type="checkbox"/> Wilson
<input checked="" type="checkbox"/> Chambers	<input checked="" type="checkbox"/> Fort Bend	<input checked="" type="checkbox"/> Jeff Davis	<input checked="" type="checkbox"/> Menard	<input checked="" type="checkbox"/> San Saba	<input checked="" type="checkbox"/> Winkler
<input checked="" type="checkbox"/> Cherokee	<input checked="" type="checkbox"/> Franklin	<input checked="" type="checkbox"/> Jefferson	<input checked="" type="checkbox"/> Midland	<input checked="" type="checkbox"/> Schleicher	<input checked="" type="checkbox"/> Wise
<input checked="" type="checkbox"/> Childress	<input checked="" type="checkbox"/> Freestone	<input checked="" type="checkbox"/> Jim Hogg	<input checked="" type="checkbox"/> Millam	<input checked="" type="checkbox"/> Scurry	<input checked="" type="checkbox"/> Wood
<input checked="" type="checkbox"/> Clay	<input checked="" type="checkbox"/> Frio	<input checked="" type="checkbox"/> Jim Wells	<input checked="" type="checkbox"/> Mills	<input checked="" type="checkbox"/> Shackelford	<input checked="" type="checkbox"/> Yoakum
<input checked="" type="checkbox"/> Cochran	<input checked="" type="checkbox"/> Gaines	<input checked="" type="checkbox"/> Johnson	<input checked="" type="checkbox"/> Mitchell	<input checked="" type="checkbox"/> Shelby	<input checked="" type="checkbox"/> Young
<input checked="" type="checkbox"/> Coke	<input checked="" type="checkbox"/> Galveston	<input checked="" type="checkbox"/> Jones	<input checked="" type="checkbox"/> Montague	<input checked="" type="checkbox"/> Sherman	<input checked="" type="checkbox"/> Zapata
<input checked="" type="checkbox"/> Coleman	<input checked="" type="checkbox"/> Garza	<input checked="" type="checkbox"/> Karnes	<input checked="" type="checkbox"/> Montgomery	<input checked="" type="checkbox"/> Smith	<input checked="" type="checkbox"/> Zavala
<input checked="" type="checkbox"/> Collin	<input checked="" type="checkbox"/> Gillespie				

<< Back Next >> Save and Exit Cancel

- Permits that must be mailed have a screen for the user to enter a mailing address and courier payment information.

Order Permits

Use the form below to fill in truck and load information.

Mailing Address

The selected permit type requires a mailing address.

Courier	United Parcel Service ▾
Company Name	Jones Trucking
Recipient Name	Bill Smith
Address Line 1	
Address Line 2	
City	
State	
ZIP	
Phone Number	
Billing Information	

Note: Do not use a Post Office Box address for this Courier

[<< Back](#)[Next >>](#)[Save and Exit](#)

11111 I did new permit and selected mail to have permit mailed. This screen did not populate. Is this no longer needed? I am assuming the address in the company info so it would automatically go the address on file. 11111 The screen below has new button "Edit Mailing Information" Take out if addition is not needed. See following page for what pops up if "Edit Mailing Information" is clicked.

Rays test company

Use the form below to enter mailing or courier billing information. Permit ID: 4806724

Mailing Address

Courier: USPS

Company Name: 1

Recipient Name: 1

Address Line 1: 1

Address Line 2: 1

City: 1

State: 1

ZIP: 1

Phone Number: 1

Billing Information: 1

11111 goes with explanation on previous page.

Mailing Permit - Internet Explorer

Enter the mailing destination of the permit and the payment that will be used to pay for it.

Courier:

Company Name:

Recipient Name:

Address Line 1:

Address Line 2:

City:

State:

ZIP:

Phone Number:

Billing Information:

TYPES OF ROUTES

The following types of routes can be generated:

- From one location to another location (see page 102)
- From one location to another location through specified via points selected on the map (see page 107)
- From one location to another location along specified roadways or through specified intersections (see page 104)

You can use the above options to do any or all of the following:

- Generate a split trip (see page 109)
- Add a leg to the beginning of the route for the vehicle to pick up the load (see page 111)
- Add a leg to the end of the route to drop the unloaded vehicle to a storage yard (see page 113)

ENTER A ROUTE SCREEN

This screen is used to enter the following details about routes to be generated:

- The origin/destination of the route (see page 91)
- Path conditions of the route such as the VIA points it should pass through or the roadways it should attempt to use (see page 107)
- Whether the permit needs to include getting the vehicle to the load or return the vehicle to yard (see pages 111 thru 113)

The fields and options vary based on your selections.

☐ Trip to Get To Load (optional) ?

Enter Trip

Origin Address ▾

Address City Zip

Via Points None ▾

Destination Address ▾

Address City Zip

Validate and Run

☐ Split Trip 1 (optional) ?

☐ Split Trip 2 (optional)

☐ Split Trip 3 (optional)

☐ Trip to Get Back To yard (optional) ?

FIGURE 20: ENTER ROUTE POINTS: POINT-TO-POINT, NO VIA POINTS

TABLE 7: ENTER A ROUTE SCREEN ELEMENTS

Element	Function	
Route Area		
Origin/Destination dropdowns	The beginning and ending locations of a route. The available fields for each vary based on the way you select the origin or destination. See <i>Selecting an Origin and Destination</i> on page 91 for more information.	
Via Points dropdown None option	Select to generate a basic point to point route with no specified via points or highways. See page 102 for more information.	Note: You can also use any of these methods for the routes of a Split Trip or an Empty Load permit route.
Via Points dropdown Highway option	Select to display fields to specify road names to use in the route. See page 104 for more information.	
Via Points dropdown Find on Map option	Select to display Select on Map to pick a location from the map. See page 107 for more information.	
Additional Routes Area		
Split Trip	Select to display extra Route fields for two or more separate routes under the same permit.	
Trip to get to load	Select to display an extra Route field for an oversize/overweight vehicle to drive empty to the location of the load.	
Trip to get back to yard	Select to display an extra Route field for an oversize/overweight vehicle to drive empty from dropping off the load to a storage location.	
Additional Route Details		
Validate and Run	Click to generate a route based on your selections. This action will collapse the Enter Trip box. You can expand the box to change the route choices.	

SELECTING AN ORIGIN AND DESTINATION

When generating a route, you can enter the details of the origin or destination using a variety of methods. Different fields are available depending on the method you choose. The methods are:

- Specific address
- Intersection (see page 94)
- Border crossing (see page 98)
- Location select on a map – Lat/Lon/Map (see page 99)

BY SPECIFIC ADDRESS

To enter a specific address of an origin or destination:

1. Generate a route as described on page 66.
2. On the **Enter a Route** screen, in an Origin or Destination field, select **Address**.

The fields change to allow you to enter the details regarding the address.

The screenshot shows a web form titled "Enter Trip". It has two main sections: "Origin" and "Destination". Each section has a dropdown menu set to "Address". Below each dropdown are three input fields labeled "Address", "City", and "Zip". The "Via Points" section has a dropdown menu set to "None".

Enter Trip		
Origin	Address ▼	
Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Via Points	None ▼	
Destination	Address ▼	
Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>


FIGURE 21: ENTER ROUTE POINTS: ORIGIN OR DESTINATION ADDRESS


3. Enter a street address in the **Address** field.
4. Enter the city and/or Zip code of the address in the **City** and **Zip** fields.
5. Enter the rest of your origin and destination and click **Validate and Run**.

If you have entered an address that TxPROS cannot find, the system displays the following message:

Validation Results

Main Trip

 **Origin** 700 lamar blvd austin
Location not found. Please check spelling.

 **Destination** 300 ALAMO PLZ san antonio 78205
Location valid.

6. Re-enter the trip trying a different address.
7. Click **Validate and Run**.

*When the system no longer has any problems with the address information or any other location entered, the **Trip Results** screen displays your route.*

TABLE 8: VALIDATION RESULTS SCREEN OPTIONS







Element	Function	
Location	Submitted routing point	
Type	Routing point type selected from the Enter Routing Points screen	
	Address	Route point is a street address, city, and Zip code
	Intersection	Route point is the intersection of two roadways. The user has the option of specifying a city.
	Border Crossing	Route point is a border crossing
	Lat/Lon / Map	Route point is a location on the map manually selected by the user
Alternatives	Potential routing points based on the information entered in the Enter Routing Points screen	
	Route points that the system has successfully resolved are labeled with a chevron.	
	Route points that have multiple potential resolutions are labeled with a question mark.	
	Route points that cannot be resolved by the system are labeled with an exclamation mark.	
Continue Button	<p>Click to continue generate route after selecting from multiple potential resolutions. This button is only displayed when at least one route point is labeled with:</p> <div data-bbox="488 1440 561 1514"></div> <p>...and no route points are labeled with:</p> <div data-bbox="488 1581 561 1654"></div>	
Edit Route Button	Click to return to the Enter a Route screen to re-enter your route point information	

TABLE 8: VALIDATION RESULTS SCREEN OPTIONS

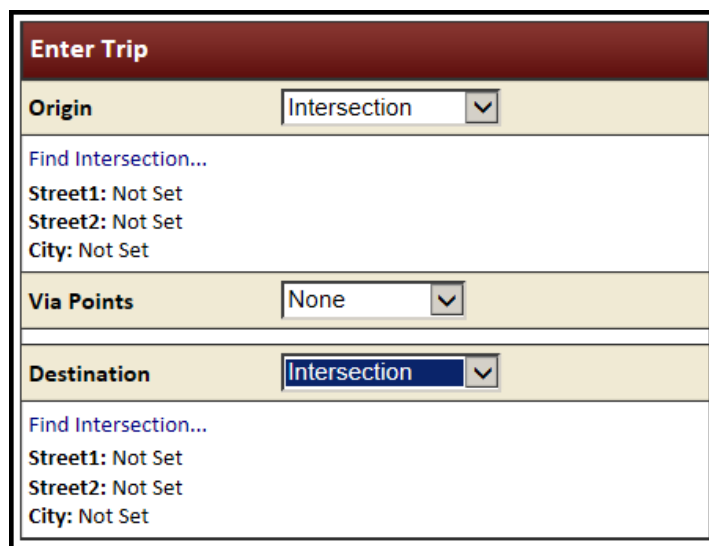
Element	Function
Validating Button	Displayed while the system calculates a route and as long as any route point is labeled with: 

BY INTERSECTION

To select an origin or destination using an intersection:

1. Generate a route as described on page 66.
2. On the **Enter a Route** screen, in an Origin or Destination field, select **Intersection**.

The fields change to allow you to enter the details regarding the intersection.

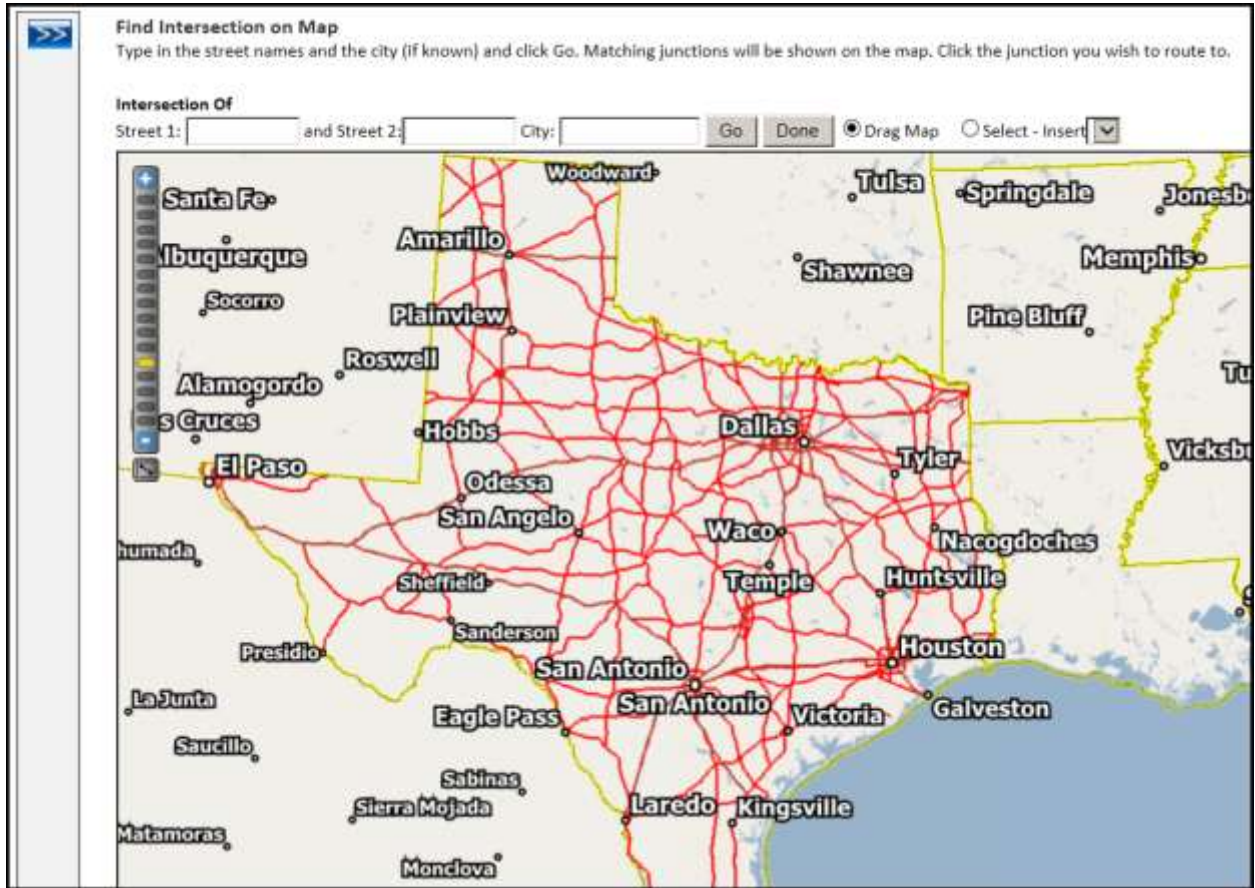


The screenshot shows the 'Enter Trip' screen. At the top is a dark red header with the text 'Enter Trip'. Below the header are several sections. The first section is 'Origin', which has a dropdown menu set to 'Intersection'. Below this is a link 'Find Intersection...' and three labels: 'Street1: Not Set', 'Street2: Not Set', and 'City: Not Set'. The second section is 'Via Points', which has a dropdown menu set to 'None'. The third section is 'Destination', which has a dropdown menu set to 'Intersection'. Below this is a link 'Find Intersection...' and three labels: 'Street1: Not Set', 'Street2: Not Set', and 'City: Not Set'.

3. Click the **Find Intersection** link beneath Origin or Destination.

Chapter 3 Entering Route Points

A map panel will open to the right.



4. Enter the two street locations in the **Street 1** and **Street 2** boxes. You can also enter a city, but it is not required. If you are not certain of the city boundaries, you may get better results without the city name. If the streets are Texas highways, the street names should be entered using the TxDMV standard names. See *Table 11: Official TxDMV Highway Names* on page 106.
5. Click the **Go** button.

Intersection Of			
Street 1:	ih 10	and Street 2:	sh18
City:			
			<input type="button" value="Go"/> <input type="button" value="Done"/>

If you click **Done** instead of **Go** it will take you back to the Enter Trip box to make a different routing selection.

Chapter 3 Entering Route Points

All of the possible intersection matches will be found on the map, each marked with a numbered pushpin.

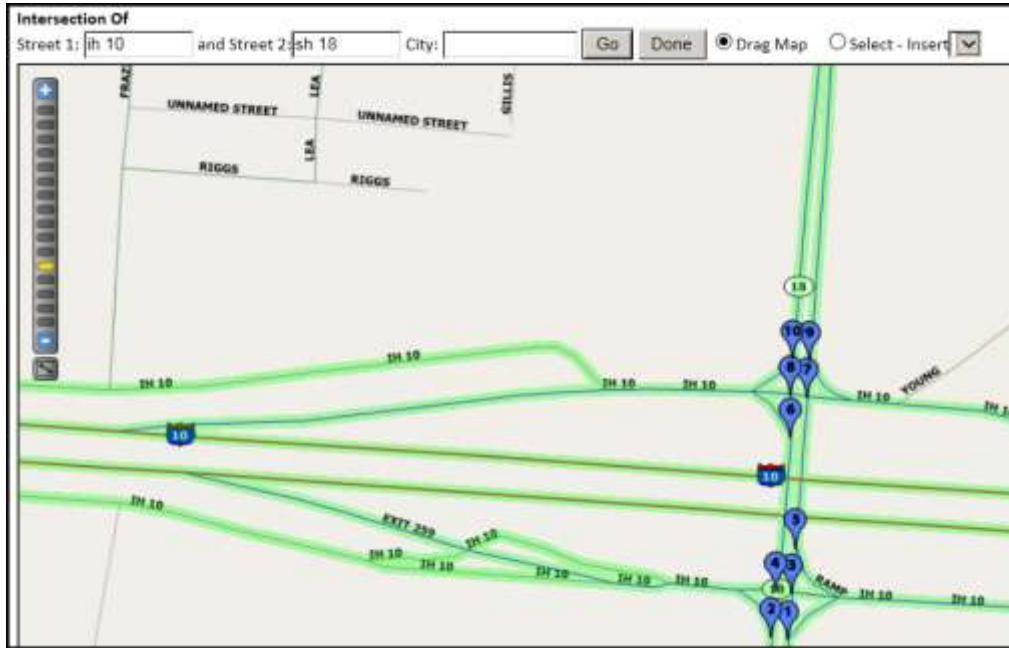


FIGURE 22: INTERSECTION LOCATION FOUND

6. Zoom in and click the pushpin that marks the location that you wish to use. That location will be added to the Origin or Destination box to the left.

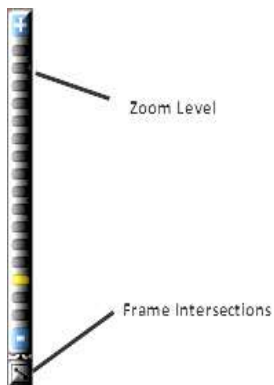
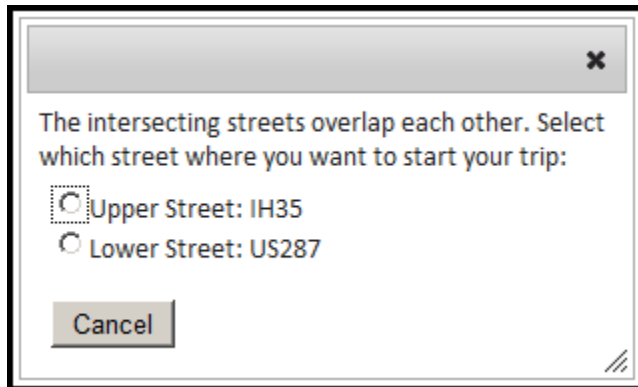


TABLE 9: MAP ZOOM TOOL

Element	Description
Zoom Level	Click the Zoom Level buttons (1-16) to zoom to the center of the map
Frame Intersection	Click to zoom to the lowest level and map location so that map displays all the potential intersections



If an intersection has multiple possible matches at the same location the pushpin will be split. This denotes a possible upper and lower location found. These split locations are typically found in overpasses, etc. When you click on one of these split locations a pop up box will appear listing the upper and lower locations for that intersection. Choose the proper location to continue.



7. Enter the rest of your origin and destination and click **Validate and Run**.

*The **Trip Results** screen displays your route.*

BY BORDER CROSSING

To select an origin or destination at a border crossing:

1. Generate a route as described on page 66.
2. On the **Enter a Route** screen, in an Origin or Destination field, select **Border Crossing**.

The fields change to allow you to select a border crossing into the State.

The screenshot shows a web form titled "Enter Trip". It has several sections: "Origin" with a dropdown menu set to "Border Crossing", a "Select:" dropdown menu showing "BI40, Glenrio NM", "Via Points" with a dropdown menu set to "None", "Destination" with a dropdown menu set to "Border Crossing", and a "Select:" dropdown menu showing "FM2182, Bledsoe NM".

3. From the dropdown box beneath the Origin or Destination box, select the proper border crossing. The border crossing list displays the Texas highway name, the name of the city within Texas closest to the border crossing, and the state that the border crossing is with.
4. Enter the rest of your origin and destination, and click **Validate and Run**.

*The **Trip Results** screen displays your route.*

BY SELECTING A LOCATION ON A MAP

To select an origin or destination of a route by clicking on a location on the map:

1. Generate a route as described on page 66.
2. In the Enter Trip box, in an Origin or Destination field, select **Lat/Lon /Map**.

The 'Enter Trip' form is divided into two main sections: Origin and Destination. Each section has a dropdown menu set to 'Lat/Lon / Map'. Below each dropdown are input fields for 'Lat' and 'Lon', followed by a red arrow pointing to a 'Find' button.

3. If you know the actual latitude and longitude location of the location to be used, enter that information into the **Lat** and **Lon** boxes. If you do not know the latitude and longitude locations, click the **Find** link to the right of the **Lat** and **Lon** boxes.

The **Find Lat Lon on Map** screen is displayed to the right.

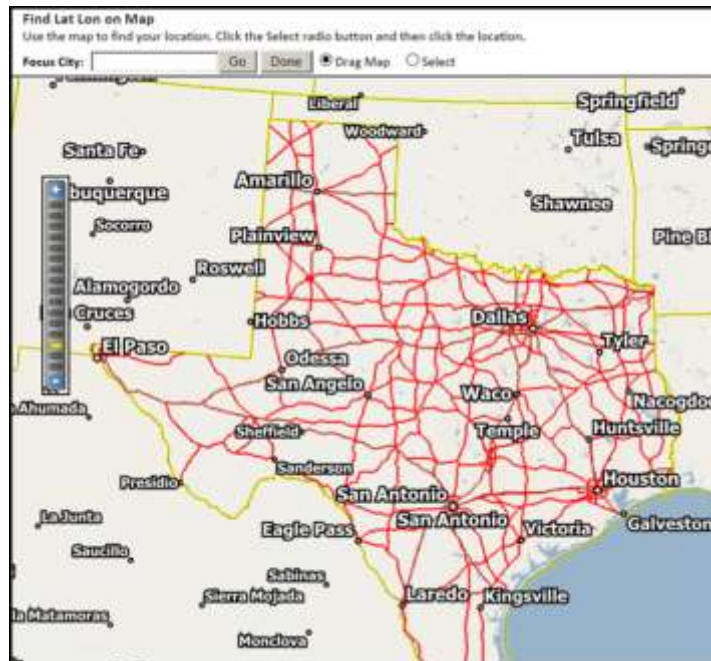


FIGURE 23: FIND LAT LON ON MAP SCREEN

Chapter 3 Entering Route Points

4. Use the **Find Lat Lon on Map** screen to select a routing origin or destination by clicking on a map. See *Set Location Screen Options* on page 101 for more information on using and navigating this screen.

TABLE 10: SELECT LOCATION SCREEN ELEMENTS

Element	Function
Map Area	Displays roads in the State
Zoom toolbar	Use to zoom in an out of the map area. See <i>Table 9</i> on page 96.
Drag Map option	Select to drag the map to view it better.
Select	Select to set an origin or destination location to route.
Focus City Tool	Enter the name of a city or town and click Focus City to center the map on that city and zoom to a level where the city fills the screen.
Go Button	Click to go to the city or town you want to zoom in to after clicking Focus City and entering the city name.
Done Button	Click to have the lat/lon of the area selected on the map entered into the origin or destination location.

5. Use the *Zoom* tool (see *Table 9* on page 96) and the *Focus City* tool to locate the origin or destination location.
6. Choose the *Select* option.

Find Lat Lon on Map
Use the map to find your location. Click the **Select** radio button and then click the location.
Focus City: ☐ Drag Map ☒ **Select**

7. Click a location on the map.

The **Select Location** screen is closed and the new location is entered in the Lat and Lon fields on the **Enter a Route** screen.

Lat	Lon
<input type="text" value="32.763384"/>	<input type="text" value="-96.701367"/>
<input type="button" value="Find"/>	

SH0352 near SH0352 & IH0030

Enter the rest of your

origin and destination, and click **Validate and Run**.

The *Trip Results* are displayed to the right.

SET LOCATION SCREEN OPTIONS

To select an origin or destination location to be routed after choosing the Lat/Lon/Map option and clicking Find:

1. Use the *Zoom* tool (see *Table 9* on page 96) and the *Focus City* tool to locate origin or destination location.
2. Select the **Select** radio button.
3. Click a location on the map.

*The **Find Lat Lon on Map** screen is closed and the new location is entered in the Lat/Lon fields on the **Enter a Route** screen.*

To use the *Focus City* tool:

1. Enter the name of a city or town within the State.
2. Click **Go**.

The map centers to the city or town that you entered and zooms to a set level.

MAP ZOOM OPERATIONS

There are several methods to zoom in and out of the map area.

To center in to a location on the map:

1. Double-click a location on the map.
- The map centers to that location.*

To drag the map to a select location:

1. Select the **Drag Map** radio button.
2. Place the cursor in the map area, left-click with your mouse, and hold the button down.
3. Move the cursor around.

The map area moves with the cursor.

To zoom into a location on the map:

1. Double click a map location to center it on the map.
2. Use the *Zoom* tool (see *Table 9* on page 96) or place your cursor on a map location and dial the scroll button on your mouse.

The map view zooms into the location where your cursor is located.

ROUTING METHODS

You can generate a basic point to point route, or you can stipulate that a route be generated:

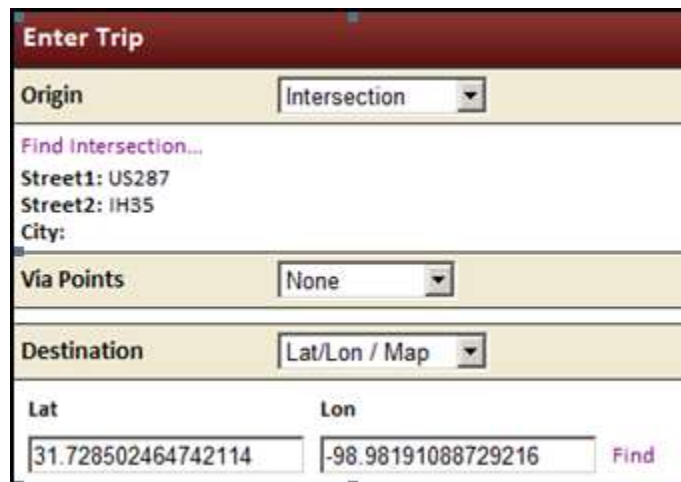
- Through specified via points (see page 107)
- Along specified roadways and through designated intersections (see page 103)

POINT-TO-POINT

To generate a point-to-point route without designated via points or roadways:

1. Begin generating a route as described on page 66.

*The **Enter a Route** screen is displayed.*



2. Select the **None** option in the Via Points option.
3. Choose your origins and destinations to be any combination of the following:
 - Specific address
 - Intersection
 - Border crossing
 - Lat/Lon / Map
4. Click **Validate and Run**.

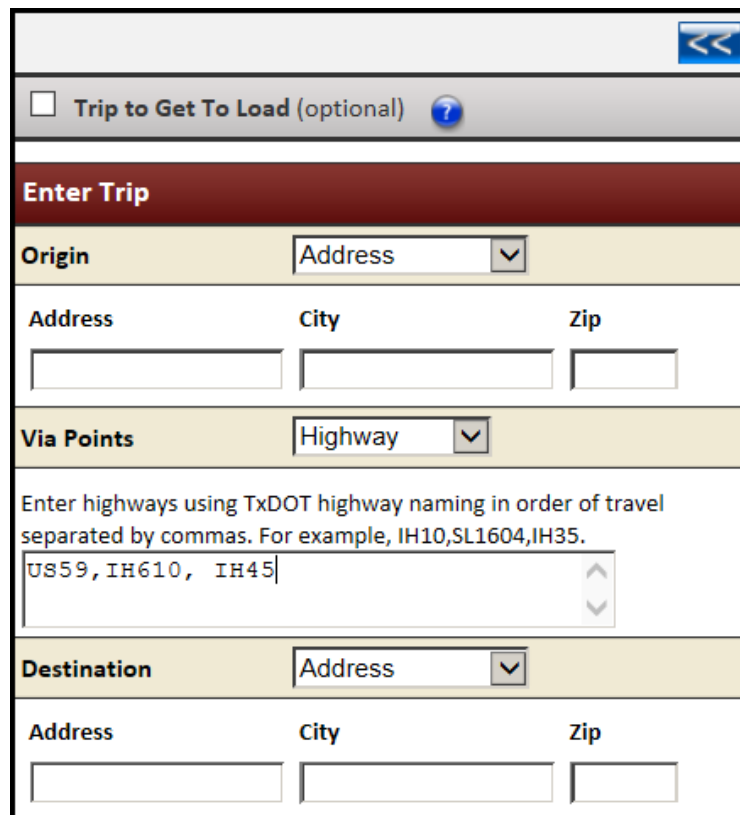
The Trip Results page is displayed to the right.

HIGHWAY NAMES

This routing method lets you:

- Stipulate a path between an origin and destination
- Identify one or more intersections to use as a “via point” within the generated route.

To use this feature, list the roadways that you want your route to take.



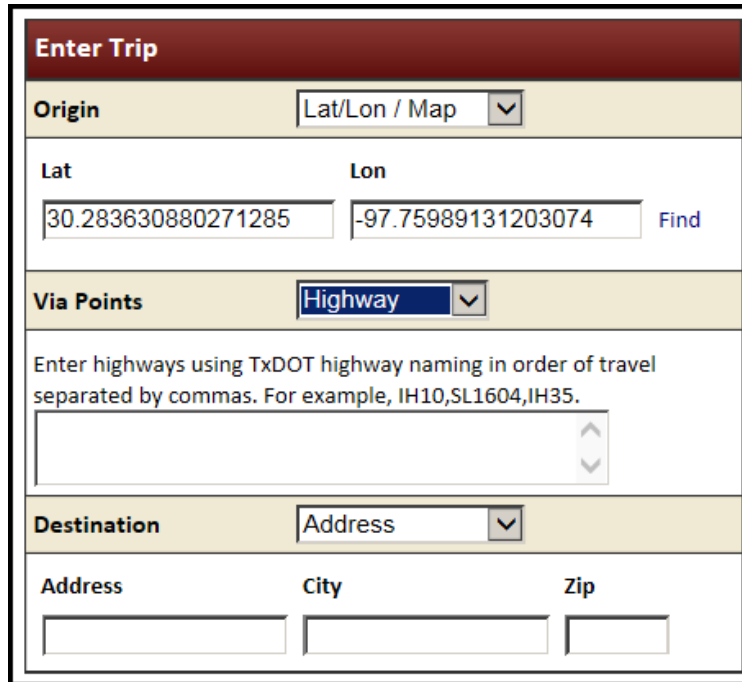
The screenshot shows a web form titled "Enter Trip" with a red header bar. At the top, there is a checkbox labeled "Trip to Get To Load (optional)" with a blue question mark icon. The form is divided into sections for "Origin", "Via Points", and "Destination". Each section has a dropdown menu labeled "Address" with a downward arrow. Below the "Origin" and "Destination" sections, there are three input fields labeled "Address", "City", and "Zip". The "Via Points" section has a dropdown menu labeled "Highway" with a downward arrow. Below it, there is a text area with the instruction: "Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35." The text area contains the example "US59, IH610, IH45" and has upward and downward arrow icons on the right side.

FIGURE 23: ENTER ROUTE POINTS: HIGHWAY FIELDS

To generate a route via specified roadways:

1. Select an origin and destination as described on page 66.
2. In the **Via Points** section, select the option **Highway**.

The Highway Names fields are displayed.



3. In the **Highway Names** fields enter the names of roadways that the system should use to generate the route in the order of travel separated by commas.
4. Click **Validate and Run**.

The Trip Results page is displayed showing your route from origin to destination via the highway(s) you entered.


UNDERSTANDING HIGHWAY NAMES


To use an extreme example, if you are routing from Laredo to Dallas, Routing will greatly prefer to take interstate 35 as that is the most direct route, as shown to the right.

However, using Highway Names, you could recommend that TxPROS Online Routing take the following path if reasonable:

- US Highway 59
- From 59 to Loop 610
- From 610 to Interstate 45





☐ Trip to Get To Load (optional) 

Enter Trip

Origin

Select:

Via Points

Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35.

Destination

[Find Intersection...](#)

Street1: IH45
Street2: SL12
City:

The route could be generated as like this:



You can also use Highway Names to stipulate an intersection that you want your route to cross. As another extreme example, consider the Laredo to Dallas route again. You can enter the Highway names U.S. highway 281 (US281) and U.S. highway 190 (US190). The system will use those two adjacent values as an *intersection* (located west of Temple) through which it will attempt to route.



Troubleshooting Highway Names

The entered roadways are recommendations, not requirements. If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route. In the previous example, if you stipulated:

- US Highway 59
- From 59 to Loop 610
- From 610 to Interstate 45
- From 45 to SH79
- From 79 to Interstate 20
- Take I-20 into Dallas

In this case, the Highway 79 that intersects with I-45 is UNITED STATES highway (US79); not a STATE highway (SH79). If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route.

For best results, use the official TxDMV highway names:

TABLE 11: OFFICIAL TXDMV HIGHWAY NAMES

Road Type	Naming Convention	Examples
Interstate highways	IHXX Where XX is the route number	IH35, IH610
US highways	USXX Where XX is the route number	US96, US287
State highways	SHXX Where XX is the route number	SH71, SH349
Farm to market roads	FMXXXX Where XXXX is the road number	FM307, FM1442
Ranch to market roads	RMXXXX Where XXXX is the road number	RM2248

TABLE 11: OFFICIAL TXDMV HIGHWAY NAMES

Road Type	Naming Convention	Examples
State spur	SPXXXX Where XXXX is the spur number	SP600
State loop	SLXXXX Where XXXX is the route number	SL1
Business Interstate highways	BIXX Where XX is the route number	BI35
Business US highways	BUXX Where XX is the route number	BU96

FIND ON MAP

To generate a route through designated map points:

1. Select an origin and destination as described on page 66.
2. In the **Via Points** section, select the option **Find on Map**.

Enter Trip

Origin

Intersection

Find Intersection...

Street1: US287

Street2: IH35

City:

Via Points

Find On Map

Select On Map

Destination

Lat/Lon / Map

Lat

Lon

31.728502464742114

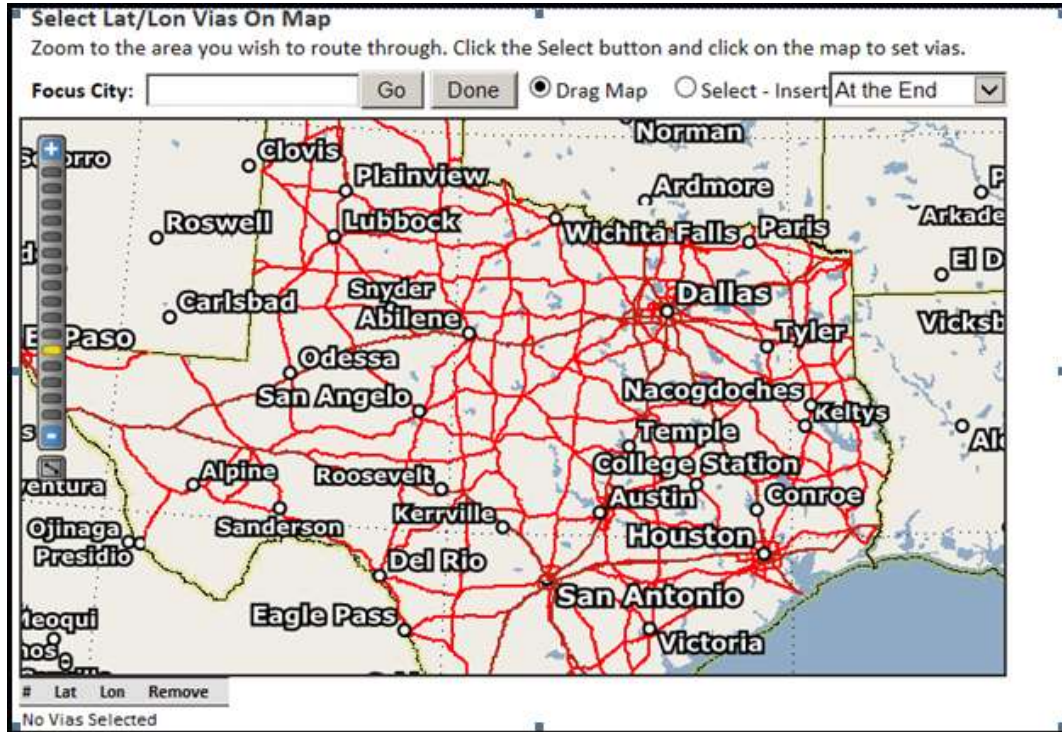
-98.98191088729216

Find

FIGURE 24: ENTER ROUTE POINTS: FIND ON MAP

Chapter 3 Entering Route Points

- Click the **Select on Map** link, and the **Select Lat/Lon Vias on Map** window is opened.



- Zoom in and move around the map as described on page 101. You must be zoomed in to a level 14 to click a location on the map as a via point.
- To select a via point select the **Select** radio button and left click on the map in the location you wish to add.
- The via point selected will be added to the list beneath the map and a numbered marker will be added to the map.

#	Lat	Lon	Remove
1	31.99396577401923	-102.07800285984571	Remove

The same via point location will be placed in the *Via Points* section of the Enter Trip box.

Via Points	Find On Map ▼
Select On Map Clear Lat Lon Vias	
1. 31.99396577401923:-102.07800285984571 Remove	

- Add additional via points to the list by repeating the above two steps.

*Via points can be individually removed from the list by clicking the **Remove** link on that line. The entire list can be removed by clicking on the **Clear Lat Lon Vias** link in the Via Points box on the left. Once finished click the **Done** button. The vias will be entered into the trip between the origin and the destination.*

- Click **Validate and Run**.

Chapter 3 Entering Route Points

The Trip Results page is displayed showing your route from origin to destination via the Find on Map via(s) you entered.

GENERATE SPLIT TRIP

Split trips are two or more separate routes under the same permit. Split trip permits are used when:

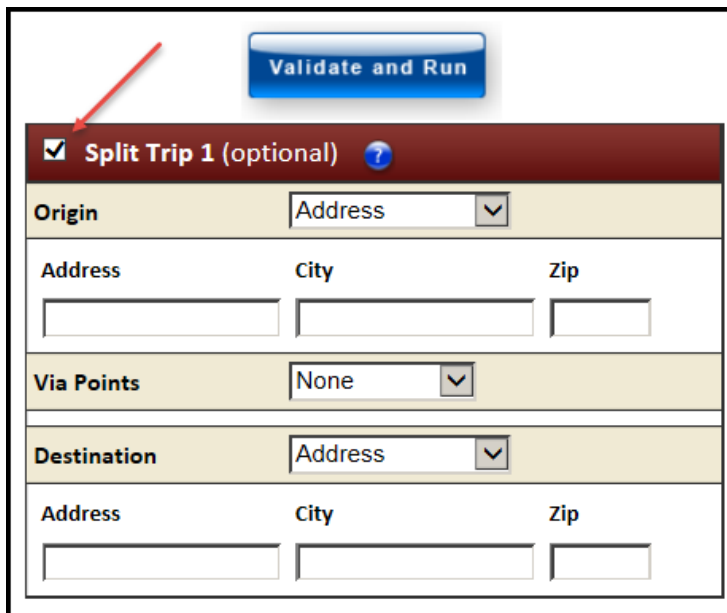
- A vehicle/load will leave the State and re-enter on same or different highway
- The vehicle/load *must* travel on off-system roadways in the middle of a route

To generate a split trip:

1. Generate a route as described on page 66.

On the **Enter a Route** screen, additional split trips can be entered by selecting one of the **Split Trip** boxes beneath the Enter Trip box.

2. Click in the checkbox to the left of a **Split Trip** box to provide an additional Enter Trip box.



The screenshot shows a web form titled "Enter Route Points: Split Trip, Point-to-Point". At the top is a blue button labeled "Validate and Run". Below it is a section for "Split Trip 1 (optional)" with a checked checkbox and a help icon. This section contains two rows of input fields. The first row is for the "Origin", with a dropdown menu for "Address". The second row has three text input fields for "Address", "City", and "Zip". Below this is a "Via Points" section with a dropdown menu set to "None". The final section is for the "Destination", with a dropdown menu for "Address" and three text input fields for "Address", "City", and "Zip". A red arrow points to the "Split Trip 1 (optional)" checkbox.

FIGURE 25: ENTER ROUTE POINTS: SPLIT TRIP, POINT-TO-POINT

You can route any split trips through specified locations as described on page 107.

You can route any split trips over specified roadways as described on page 104.

You can add an Empty Load permit route before the split trips as described on page 111.

You can add an Empty Load permit route after the split trips as described on page 113.

3. Choose your origins and destinations to be any combination of the following:
 - Specific address
 - Intersection
 - Border crossing
 - Lat/Lon / Map

Chapter 3 Entering Route Points

4. Enter the split trip information.
5. Click **Validate and Run**.

The Trip Results are displayed to the right.

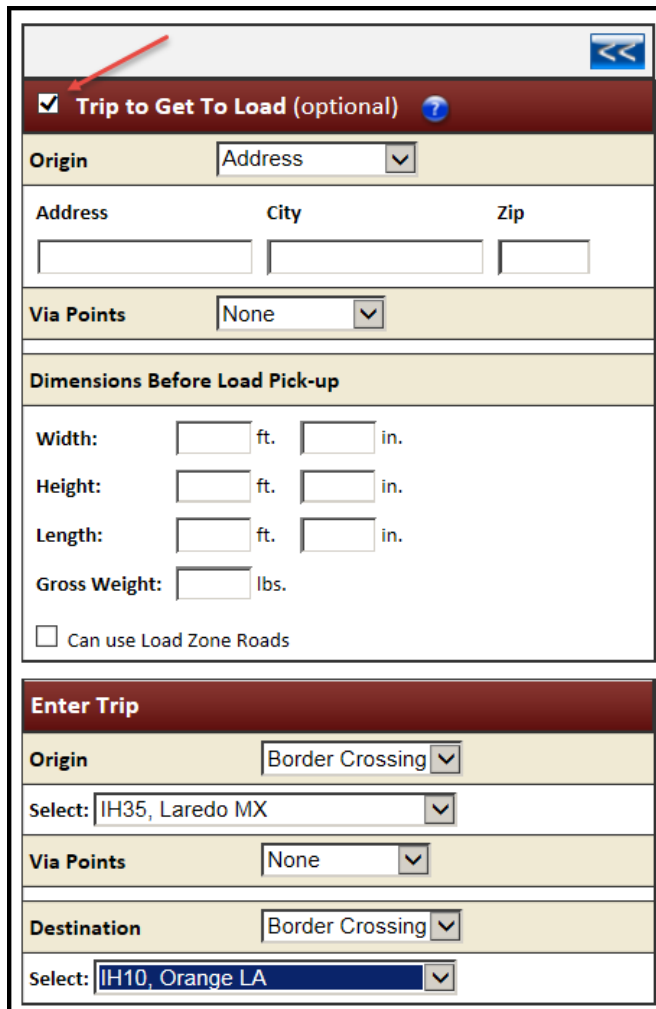
Note: Split trips cannot be self-issued.

GENERATE A ROUTE WITH AN EMPTY LOAD ROUTE FOR *BEFORE* THE TRIP

If the motor carrier's vehicle is oversize/overweight even without a load, they might need to include the route from the storage area to the original location of the load. Since the vehicle is not carrying a load, the weight and (maybe) the dimensions will be different. The Empty Load route is treated as an additional leg of the route but is subject to the roadway restrictions based on its altered weight and size.

To add a leg of the route run the vehicle/load empty before the trip:

1. Begin generating a basic route as described in *Chapter 2 Ordering a Permit* on page 66.
*The **Enter a Route** screen is displayed.*
2. Select the *Trip to Get to Load* check box.
*The **Empty To Load** area is displayed below the **Trips to Get To Load** check box.*
3. Complete this routing section with the same options as Enter Trip.
4. Enter the dimensions of the vehicle as it is before it picks up the load.
5. Complete the routing for origin and destination based on the vehicle and load parameters entered in the permit application.



The screenshot displays the 'Enter Route Points' interface. At the top, a red arrow points to the 'Trip to Get To Load (optional)' checkbox, which is checked. Below this, the 'Origin' section includes a dropdown menu for 'Address' and three input fields for 'City' and 'Zip'. The 'Via Points' dropdown is set to 'None'. The 'Dimensions Before Load Pick-up' section contains input fields for 'Width', 'Height', 'Length' (each in feet and inches) and 'Gross Weight' in pounds. A checkbox for 'Can use Load Zone Roads' is at the bottom of this section. The 'Enter Trip' section follows, with 'Origin' and 'Destination' dropdowns set to 'Border Crossing'. The 'Select' dropdowns show 'IH35, Laredo MX' for the origin and 'IH10, Orange LA' for the destination. The 'Via Points' dropdown is also set to 'None'.

FIGURE 26: ENTER ROUTE POINTS: EMPTY LOAD BEFORE TRIP, POINT-TO-POINT

TABLE 12: EMPTY TO LOAD /RETURN TO YARD FIELDS

Element	Function	
Width	Width of the empty vehicle if the width of the empty vehicle exceeds legal	
Height	Height of the empty vehicle if the height of the empty vehicle exceeds legal	
Length	Length of the empty vehicle if the length of the empty vehicle exceeds legal	
Gross Weight	Weight of the empty vehicle if the gross weight of the empty vehicle exceeds legal	
Can use Zone Road Loads	11111	
Via Points dropdown None option	To generate a basic point to point route with no specified via points or highways. See page 102 for more information.	Note: You can use any of these methods for the routes of a Split Trip or an Empty Load permit route.
Via Points dropdown Highway option	Select to display fields to specify road names to use in the route. See page 104 for more information.	
Via Points dropdown Find on Map option	Select to display Select on Map to pick a location from the map. See page 107 for more information.	

GENERATE A ROUTE WITH AN EMPTY LOAD ROUTE FOR *AFTER* THE TRIP

If the motor carrier's vehicle is oversize/overweight even without a load, they might need to include the route from the destination to the vehicle storage yard. Since the vehicle is not carrying a load, the weight and (maybe) the dimensions will be different. The Empty Load route is treated as an additional leg of the route but is subject to the roadway restrictions based on its altered weight and size.

To generate a route with an Empty Load permit after the trip:

1. Begin generating a basic route as described in *Chapter 2 Ordering a Permit* on page 66.
*The **Enter a Route** screen is displayed.*
2. Select the **Trip to Get Back To Yard** check box.
3. Complete this routing section with the same options as Enter Trip.
4. Enter the dimensions of the vehicle as it is without the load.
5. Complete the routing for origin and destination based on the vehicle and load parameters entered in the permit application.

*The return to yard routing area is displayed below the **Trip to Get Back To Yard** check box. See Table 12 on page 112 for more information on the fields in this area.*

The screenshot shows a web form titled "Enter Route Points". At the top is a blue button labeled "Validate and Run". Below it are three sections for "Split Trip" (1, 2, and 3), each with an unchecked checkbox and a question mark icon. The fourth section, "Trip to Get Back To yard (optional)", has a checked checkbox and a question mark icon; a red arrow points to this checkbox. Below this are dropdown menus for "Via Points" (set to "None") and "Destination" (set to "Address"). Under "Destination" are input fields for "Address", "City", and "Zip". A section titled "Dimensions After Load Drop Off" contains input fields for "Width", "Height", "Length" (each in feet and inches) and "Gross Weight" (in lbs.). At the bottom is an unchecked checkbox labeled "Can use Load Zone Roads".

FIGURE 27: ENTER ROUTE POINTS: RETURN TO YARD, POINT-TO-POINT

CHAPTER 4 WORKING WITH YOUR TRIP RESULTS

TRIP RESULTS SCREEN

The **Trip Results** screen displays the route generated based on:

- Information the user entered about the load
- Permit type for which the user is applying
- The origin and destination required by the user
- Restrictions on the available roadways between the origin and destination

This **Trip Results** screen consists of the following elements:

- Route Overview Area
- Route Details Area
 - Load Dimensions Used During Routing
 - Route Description (Abbreviated Driving Directions)
- Turn-by-Turn Driving Directions

TRIP RESULTS: ROUTE OVERVIEW

This area of the **Trip Results** screen provides a brief overview of the current generated route. The route is colored blue.

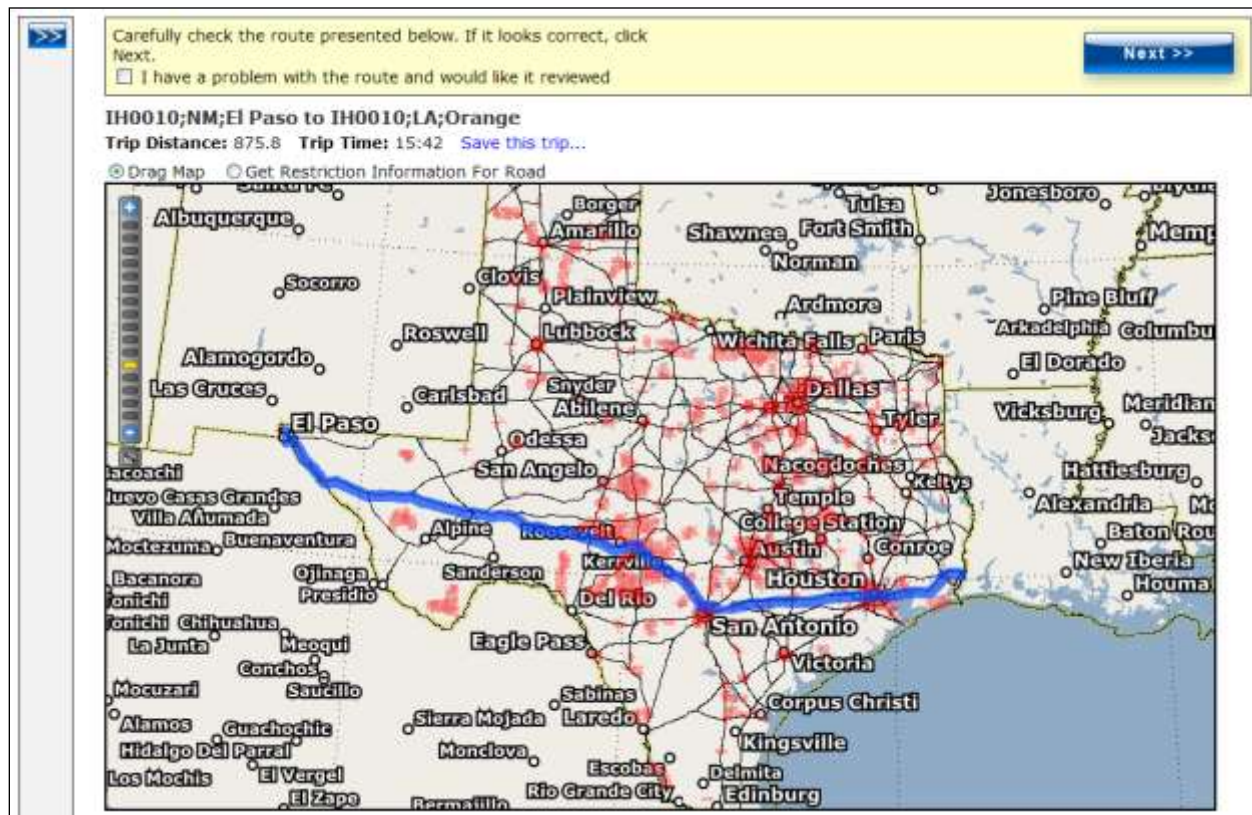

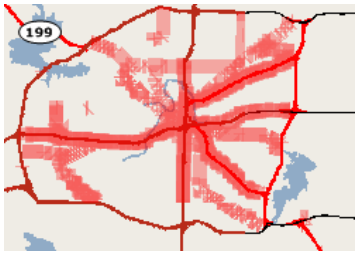



FIGURE 28: TRIP RESULTS: ROUTE OVERVIEW

TABLE 13: TRIP RESULTS: ROUTE OVERVIEW

Element	Function
Origin/Destination	The origin and final destination of the current route
Trip Distance	The total distance of the calculated trip in miles
Trip Time	The estimated traveling time for the vehicle calculated
Save this trip...	Allows the current trip to be saved to the account so that it can be used again later in a different permit application
Drag Map	Select the radio button to drag the map to view it better.
Get Restriction Information For Road	Select radio button then click on a red highlighted roadway in the Trip Results map to display the restrictions assigned to that roadway (see page 118).
Map Area	<p>  Displays a map of the current route. ←The Zoom Tool provides methods to quickly zoom in and out in the Map Area. See <i>Table 9</i> on page for 96 and <i>Map Zoom Operations</i> on page 101 for more information. The roadways that are restricted for the current vehicle/load are shown on the map as red highlights→ </p> 
Expand Route Details	<p>  Click to expand and edit the route details to obtain a different route. </p>

TRIP RESULTS: GET RESTRICTION INFORMATION

After generating a route, restrictions that apply to your vehicle dimensions will be displayed on the map as red highlights. You can get some basic information regarding these restrictions by using the **Get Restriction Information For Road** option.

To view the restriction information on a particular road:

1. Generate a route as describe earlier.
2. Zoom into the area where the particular restriction you want information about is located on the map.
3. Choose the **Get Restriction Information For Road** option from above the map.
4. Left click on the red highlighted road.



The **Restriction Viewer** window will appear.

This window will list any restrictions associated to the particular road segment that you selected. Each Restriction will include the official TxDMV text for that restriction, and the dimension, or dimensions that are associated with it. At least one of the restrictions for that section of road will apply to the vehicle you are routing since it was highlighted red.

After viewing the restrictions click the **Close** button at the top or the bottom of the window to close the Restriction Viewer and return to your trip.

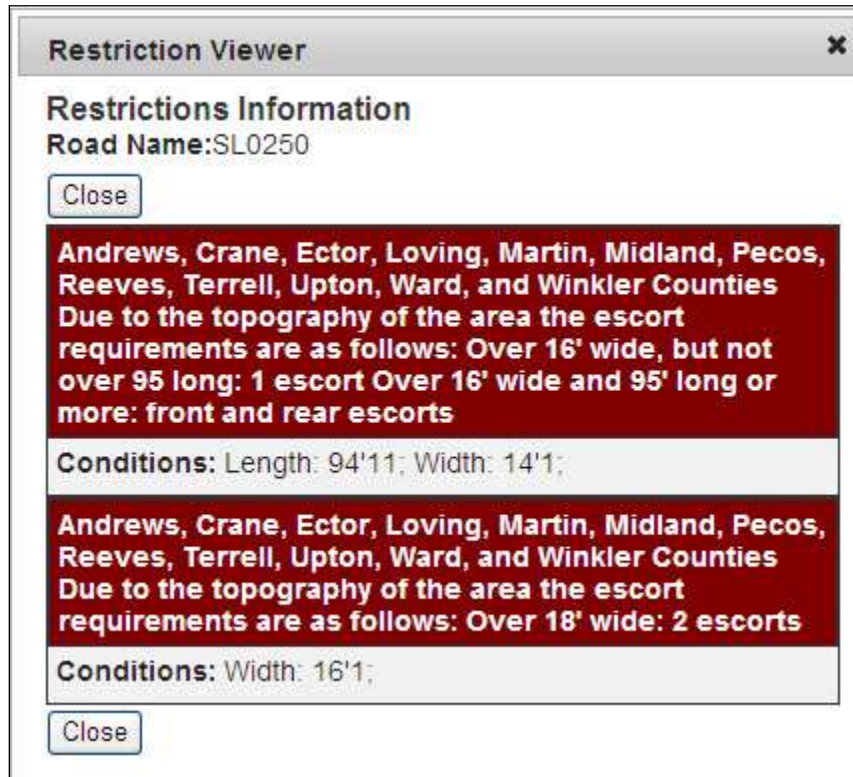


FIGURE 29: RESTRICTION VIEWER

TRIP RESULTS: ROUTE DETAILS

This section of the **Trip Results** screen provides details about the roadways used in the current route. This information is also available in the Permit Details. See page 20.

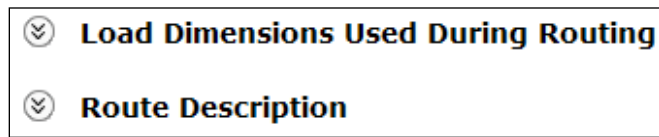



FIGURE 30: TRIP RESULTS: ROUTE DETAILS AREA

TABLE 14: TRIP RESULTS: ROUTE DETAILS AREA ELEMENTS

Element	Function
Load Dimensions Used During Routing	Expands to display the load dimensions used for the trip that was calculated
Route Description	Expands to display an abbreviated listing of the route, and a listing of any additional route text items that will appear on the permit.

TRIP RESULTS: LOAD DIMENSIONS

Beneath the map there is a dropdown box that will populate with the load dimensions that were entered prior to calculating the trip. This is provided as an error checking feature to ensure that the route generated matches to the vehicle parameters you intended.

 **Load Dimensions Used During Routing**

Width:	11 ft. 0 in.	Height:	13 ft. 0 in.
Length:	60 ft. 0 in.	Weight:	80000
Front O'Hang:	0 ft. 0 in.	Rear O'Hang:	0 ft. 0 in.
Lowboy:	yes	Hydraulic:	no

FIGURE 31: LOAD DIMENSIONS DROPDOWN

TABLE 15: TRIP RESULTS: LOAD DIMENSIONS DETAILS

Dimension	Definition
Note: All measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.TxDmv.gov/business/motor_carrier/overweight_permit/weight_limits.htm 11111 link no longer works	
Width	Greatest width of the vehicle and load
Height	Greatest height of the vehicle and load
Length	Length of the vehicle and load
Weight	Total weight of the vehicle and load
Front o/Hang	Length of the load extending beyond the foremost point of the vehicle
Rear o/Hang	Length of the load extending beyond the rearmost point of the vehicle
LowBoy	Denotes whether unit entered is a lowboy or not
Hydraulic	Denotes whether the trailer is equipped with hydraulics

TRIP RESULTS: ROUTE DESCRIPTION

The **Trip Results** screen displays the route as it is printed on the permit. It is a shortened form of the Turn-by-Turn Driving Directions. If the route has multiple legs (as for split trips or Empty Load permit routes), each origin and destination is set between a **==>** and a **<==**.

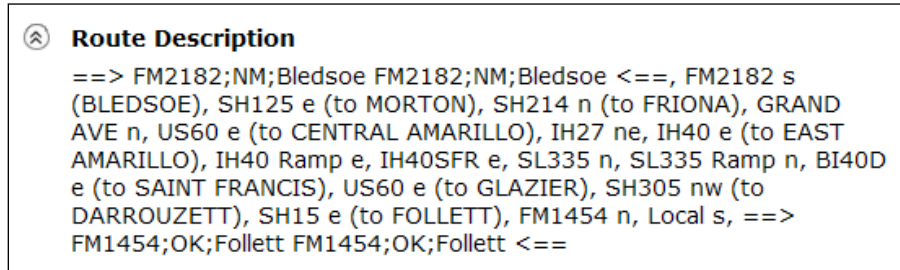


FIGURE 32: TRIP RESULTS: ABBREVIATED DRIVING DIRECTIONS

TRIP RESULTS: DETAILED DRIVING DIRECTIONS

This area of the **Trip Results** screen displays turn-by-turn instructions for completing the current route. It is formatted so that a motor carrier can easily print it and use it for dock-to-dock transport or as a template for a route inspection.

Driving Directions				
Miles	Route	To	Distance	Time
Origin: IH0035;MX;Laredo				
18.1	IH35 n	Take Exit 18 toward US-83 N CARRIZO SPRINGS & UVALDE (EL CENTRO)	18.1	00:00
0.3	IH35 Ramp ne	Turn left onto US83 w [US-83 w]	18.4	00:18
208.6	US83 w	Continue Straight on IH10 Ramp nw (to JUNCTION)	227.1	00:37
0.1	IH10 Ramp nw	Bear to the right onto IH10 nw [US83 nw] [I-10 W nw]	227.3	5:43
5.1	IH10 nw	Take Exit 456 toward US-377/US-83 N MASON & MENARD	232.4	9:49
0.3	IH10 Ramp nw	Turn right onto US83 ne [US377 ne] [US 83 ne]	232.7	13:00
87.8	US83 ne	Turn right onto STRONG AVE ne (to BALLINGER)	320.5	17:12
0	STRONG AVE ne	Turn left onto BROADWAY ST nw	320.6	23:60
0	BROADWAY ST nw	Turn right onto US83 ne [US67 ne] [HUTCHINS AVE ne]	320.7	29:48
141.2	US83 ne	Turn right onto CR 143 e (to GUTHRIE)	461.9	35:35
2	CR 143 e	Take Ramp to the right	463.9	43:57
5.2	RAMP n	Turn RIGHT onto US83 n [US 83 n]	469.2	51:23
97.3	US83 n	Turn right onto CR T e (to WELLINGTON)	566.6	60:57
1.9	CR T e	Turn left onto CR 210 n	568.6	70:18
4.3	CR 210 n	Continue Straight on FM3446 n [FM ROAD 3446 n]	572.9	81:42
0.6	FM3446 n	Continue Straight on CR 210 n	573.5	91:14
4.1	CR 210 n	Turn left onto FM1439 w [RANCH ROAD 1439 w] (to SAMNORWOOD)	577.7	102:47
3	FM1439 w	Turn right onto US83 n [US-83 n]	580.8	112:26
67.1	US83 n	Continue Straight on US60 n [US 60 n] (to CANADIAN)	648	123:12
8	US60 n	Turn left onto SH305 nw [HIGHWAY 305 nw] [HWY -305 nw] (to GLAZIER)	656	135:10
29.6	SH305 nw	Turn right onto SH15 e [TX 15 e] (to DARROUZETT)	685.6	147:17
8.8	SH15 e	Turn left onto FM1454 n [RANCH ROAD 1454 n] (to FOLLETT)	694.4	160:9
4.4	FM1454 n	Continue Straight on FM1454 n [RANCH ROAD 1454 n]	698.9	173:13
0	Local s	Arrive at FM1454;OK;Follett, TX	698.9	186:26
Final Destination: FM1454;OK;Follett			698.9	13:12

FIGURE 33: TRIP RESULTS: DETAILED DRIVING DIRECTIONS

TABLE 16: TRIP RESULTS: DETAILED DRIVING DIRECTIONS

Dimension	Definition
Miles	Number of miles for the current segment of travel
Route	Roadway on which the driver is traveling while performing the current segment of travel
To	Instructions to the driver in completing the current segment of travel
Distance	Total distance covered at the completion of the current segment of travel
Time	Total estimated time traveled at the completion of the current segment of travel

SUBMIT A ROUTE FOR TxDMV REVIEW

You can submit a route for review to the Permit Office if you are not able to get the route needed for travel. If you are not able to get the necessary route due to restrictions, the Permit Office may be able to obtain temporary override permission if the load is needed in the restricted area. You must enter your origin and destination and click **Validate and Run** before you can submit the route for permit office review.

To submit a route for review:

1. Generate a route as described on page 66.
*The **Trips Results** screen displays the details of the generated route.*
2. Check the box next to, *I have a problem with the route and would like it reviewed* field. In the text box below enter the reason you would like the route reviewed.



FIGURE 34: SUBMITTING A ROUTE FOR REVIEW

3. Click **Next**.
4. Continue through the payment process. Once your permit application is completed by the Permit Office, they can collect payment to prevent a longer wait for your permit. The payment will not be processed by the Permit Office until the permit application is complete.

This permit will be submitted to TxDMV for review. As such the permit will not be generated until TxDMV reviews and approves the application. Once your permit application is approved, you will receive it via the delivery method you chose. The permit will also be available for printing from the **Permits Panel** on your **Customer Dashboard**.

During the approval process, the Permit Office may need to contact you for more information. They may put your permit in Call Back status with a message that they need you to contact them regarding the permit. You will be able to track your permit application from the **Permits Panel** on your **Customer Dashboard**. If you have a permit listed there that has a status of **Call Back**, you need to contact the Permit Office and reference that **Permit ID**. The Permit ID is available from the **Permits Panel** on your **Customer Dashboard**.

Chapter 4 Working with Your Trip Results

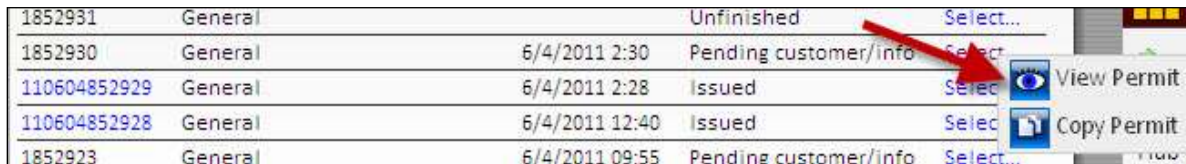
The Permit Office can also email or fax you **Notes** from the system that may require a response. If you receive a **Note** from the Permit Office, access that application from the **Permits Panel** on your **Customer Dashboard**.

1. Locate the permit application from the **Permits Panel** on your **Customer Dashboard** and click **Select**.



Permit No/ID	Type	Submitted	Status	Action
110604852932	General	6/4/2011 2:46	Issued	Select...
1852931	General		Unfinished	Select...
1852930	General	6/4/2011 2:30	Pending customer/info	Select...
110604852929	General	6/4/2011 2:28	Issued	Select...
110604852928	General	6/4/2011 12:40	Issued	Select...

2. Click **View Permit**.



1852931	General		Unfinished	Select...
1852930	General	6/4/2011 2:30	Pending customer/info	Select...
110604852929	General	6/4/2011 2:28	Issued	Select...
110604852928	General	6/4/2011 12:40	Issued	Select...
1852923	General	6/4/2011 09:55	Pending customer/info	Select...

3. Click the **Notes** tab and then click the link to **Add New Note**.



Type: General
Create Date: 6/4/2011 Issue Date: Start Date: 6/4/2011 End Date: 6/8/2011

Vehicle and Load Changes Docs / PDFs Fee Items Special Items Registrations Payments **Notes** Route Conditions

Notes
Notes for this permit are listed below. Click Add Note to add a note to this permit.

[Add New Note](#)

You will be able to view the notes from the Permit Office and will be able to add a response note so that your permit application can be completed.

4. Click **Save Note** to have your note saved and submitted to the Permit Office.

ROUTE DIMENSIONS REQUIRE ROUTING SPECIALIST

If your requested route has vehicle parameters that exceed those allowed for self issue permits by TxDMV, you will get the below message and the permit application will be submitted to the Permit Office for review.



1. Click **OK**.
2. Continue through the payment process. Once your permit application is completed by the Permit Office, they can process the payment to prevent a longer wait for your permit. The payment will not be processed by the Permit Office until the permit application is complete.

This permit will be submitted to TxDMV for review. As such a permit will not be generated until TxDMV reviews and approves the application. Once your permit application is approved, you will receive it via the delivery method you chose. The permit will also be available for printing from the **Permits Panel** on your **Customer Dashboard**.

During the approval process, the Permit Office may need to contact you for more information. They may put your permit in Call Back status with a message that they need you to contact them regarding the permit. You will be able to track your permit application from the **Permits Panel** on your **Customer Dashboard**. If you have a permit listed there that has a status of **Call Back**, you need to contact the Permit Office and reference that **Permit ID**. The Permit ID is available from the **Permits Panel** on your **Customer Dashboard**.

Chapter 4 Working with Your Trip Results

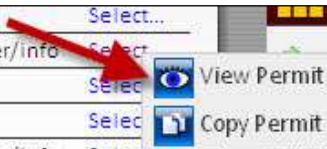
The Permit Office can also email or fax you Notes from the system that may require a response. If you receive a **Note** from the Permit Office, access that application from the **Permits Panel** on your **Customer Dashboard**.

1. Locate the permit application from the **Permits Panel** on your **Customer Dashboard** and click **Select**.

Permit No/ID	Type	Submitted	Status	Action
110604852932	General	6/4/2011 2:46	Issued	Select...
1852931	General		Unfinished	Select...
1852930	General	6/4/2011 2:30	Pending customer/info	Select...
110604852929	General	6/4/2011 2:28	Issued	Select...
110604852928	General	6/4/2011 12:40	Issued	Select...

2. Click **View Permit**.

1852931	General		Unfinished	Select...
1852930	General	6/4/2011 2:30	Pending customer/info	Select...
110604852929	General	6/4/2011 2:28	Issued	Select...
110604852928	General	6/4/2011 12:40	Issued	Select...
1852923	General	6/4/2011 09:55	Pending customer/info	Select...



3. Click the **Notes** tab and then click the link to **Add New Note**.

Type: General
Create Date: 6/4/2011 Issue Date: Start Date: 6/4/2011 End Date: 6/8/2011

Vehicle and Load	Changes	Docs / PDFs	Fee Items	Special Items	Registrations	Payments	Notes	Route	Conditions
------------------	---------	-------------	-----------	---------------	---------------	----------	-------	-------	------------

Notes
Notes for this permit are listed below. Click Add Note to add a note to this permit.
[Add New Note](#)

You will be able to view the notes from the Permit Office and will be able to add a response note so that your permit application can be completed.

4. Click **Save Note** to have your note saved and submitted to the Permit Office.

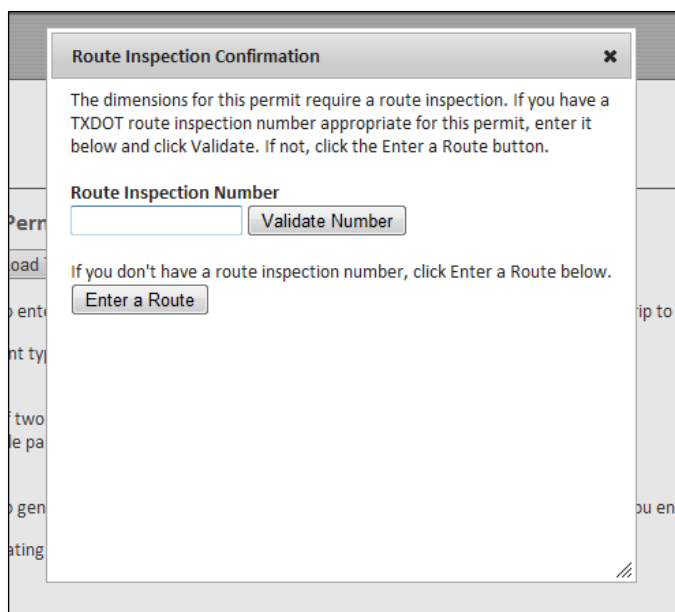
ROUTE INSPECTION LOADS

If the vehicle and load dimensions exceed the Route Inspection limits, the customer is required to perform a route survey for the trip and return the signed Route Inspection form to TxDMV. Once the Route Inspection form has been received and approved, users are able to issue permits using this route survey.

To enter a permit that exceeds the Route Inspection limits:

1. Enter the contact, moving authority, and vehicle and load information. See *Ordering a Permit* on page 66.

When you go to the route information page, the following pop up will be displayed:



The dimensions for this permit require a route inspection. If you have a TXDOT route inspection number appropriate for this permit, enter it below and click Validate. If not, click the Enter a Route button.

Route Inspection Number

If you don't have a route inspection number, click Enter a Route below.

2. If you have a valid Route Inspection, enter the route inspection number and click the **Validate Number** button. If the route inspection is validated, the system will enter the route from the Route Inspection, and the user can pay for and issue the permit.
3. If the user needs to create a route inspection, click the **Enter a Route** button. The system will allow the user to enter the route and print a Route Inspection form. After the customer performs the route survey, they can fax or mail the Route Inspection form back to MCD. When the Route Inspection is received by MCD and approved, it is entered into TxPROS. The customer is notified by email or fax that the route inspection has been approved.
4. The customer is able to resume the permit process and enter the Route Inspection number into the screen above and issue the permit.

APPENDIX A TABLE OF SHORTCUTS

N/A

APPENDIX B INSTALLING AND LAUNCHING ONLINE CUSTOMER INTERFACE

This application can be accessed from the link for TxPROS located on the TxDMV Motor Carrier Division (MCD) homepage <http://www.txdmv.gov/motor-carriers> . Click the TxPROS icon.



This application can also be accessed directly from the link <https://txpros.txdmv.gov> .

NOTE: This application will require pop ups. On your browser select **Tools** and allow or do not block pop ups.

Terms	Definitions
Bid Route	A feature that enables the user to create a route based on the vehicle and load parameters without submitting a permit application to TxDMV. This feature is provided as a service for quoting loads.
Condition	A single detail of a restriction such as <i>Length</i> (that is, the maximum allowable vehicle length on the restricted roadways) or No Permit (no oversize/overweight vehicles can use the roadway).
Customer Reference	An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and will print on the permit.
Off-system	Roads not maintained by TxDMV which need approval from another authority (for example: district, county, or city) in order to route oversize/overweight vehicles
On-system	Roads maintained by TxDMV on which they have the authority to route oversize/overweight vehicles
Restriction	A Restriction is an object in the TxPROS system that affects OS/OW routing. This object can be a physical Restriction such as a bridge with limits on clearance or it can be a legal Restriction such as no travel during an area at set times.
Yard	Some companies divide their operations into separate operating units. These operating units may be called Yards, Divisions, Terminals, or another preferred terminology. The TxPROS system allows customers to divide their fleet into separate operating units and uses the term yard to define these.

- hr/>
- 1547 Replacement Stickers, **27**
 - Account
 - Creating an, **2**
 - Address**
 - To add a new, **36**
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